مرجعك الدائم فى
قواعد اللغة الإنجليزية
ENGLISH GRAMMAR

وضع

د/ عزالدين محمد نجيب

الطبعة التاسعة

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مكتبة ابن سينا

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بسم الله الرحمن الرحيم

مقدمة الطبعة التاسعة

قال تعالى فى محكم كتابه العزيز:

﴿وَمِنْ آيَاتِهِ خَلْقُ السَّمَاوَاتِ وَالأَرْضِ وَاخْتِلافُ أَلْسِنَتِكُمْ وَأَلْوَانِكُمْ إِنَّ فِي ذَلِكَ لآيَاتٍ لِّلْعَالَمِينَ﴾

[الروم: ٢٢]

يوجد فى العالم أكثر من ألفان وثلاثمائة (٢,٣٠٠) لغة language بغير حساب اللهجات المحلية dialects، ولكن تلك التى تُستعمل استعمالا رسميًا (أى كلغة رسمية لدولة) أو أدبيًا (أى يكتب بها أدب) لا تزيد عن المائتين (٢٠٠).

وأكثر اللغات استعمالا من حيث عدد الأفراد الذين يتكلمونها كلغة أولى هى اللغة الصينية، حيث يتكلمها حوالى بليون شخص داخل حدود الصين وتايوان، بالإضافة إلى ملايين قليلة منتشرة فى جنوب شرق آسيا. ويتبع الصينية مباشرة اللغة الإنجليزية حيث يتكلمها كلغة أولى حوالى خمسمائة مليون شخص منتشرون فى أنحاء المعمورة، حيث أنها اللغة الأولى فى بريطانيا والولايات المتحدة الأمريكية وكندا وأستراليا ونيوزيلندا، ويتكلمها كلغة ثانية أكثر من أربعمائة مليون آخرون، ويلم بها بعض الإلمام أكثر من خمسمائة مليون إنسان. وتتميز اللغة الإنجليزية بانتشارها الواسع فى أقطار الدنيا مما يجعلها بلا جدال اللغة الدولية الأولى.

تقول الحكمة القديمة: **"من عرف لغة قوم أمن مكرهم."**

أصبحت الكرة الأرضية قرية كبيرة تتشابك فيها المصالح والأطماع، ومعظم الاتفاقات الدولية تبرم باللغات الدولية وعلى رأسها الإنجليزية، مما يحتم على جميع الدبلوماسيين والاقتصاديين والعسكريين وجميع المفاوضين الإلمام التام بخفايا اللغة الإنجليزية حتى يدركوا تماما ما هم مقدمون على التوقيع عليه.

تنشأ اللغات طبيعيا باجتماع الأفراد فى مجتمعات، ولم يكتب للغة صناعية الحياة إلى الآن، فلغة الإسبرانتو Esperanto أشهر اللغات الصناعية يتكلمها أقل من مليون شخص كلغة ثانية، ولا يتكلمها أحد كلغة أولى. وعندما يضع النحاة كتب قواعد اللغة، فهم لا يخترعون قواعد من عندياتهم، ولكنهم يرقبون استعمال اللغة على ألسنة المتكلمين وأقلام الكتاب، ثم يستنبطون القواعد العامة. ولكون اللغات

تنشأ طبيعيا بالاستعمال وتنحت لها الكلمات حين الحاجة إليها، فلابد من وجود الشاذ والغريب. ومن هنا فسوف تجد، عزيزى القارئ، فى هذا الكتاب القاعدة العامة، يتلوها ملاحظات تتضمن الشاذ والمخالف للقاعدة، أو توجه النظر إلى استعمالات خاصة.

يحتوى قاموس أكسفورد Oxford على حوالى نصف مليون (٥٠٠,٠٠٠) كلمة، ويستطيع خريج الجامعة الإنجليزى التعرف على حوالى مائة وخمسون ألف (١٥٠,٠٠٠) كلمة منها، ولكنه يستعمل حوالى خمسة وعشرون ألف كلمة (٢٥,٠٠٠) فقط. أما رجل الشارع الإنجليزى فلا يستعمل إلا حوالى ألفى كلمة (٢٠٠٠) معظمها جمل نمطية مثل: كيف حالك؟ How are you? ، ماذا فى التلفزيون اليوم؟ What's on telly today? ، الخ...

تحتاج معرفة لغة من اللغات إلى معرفة عدد كاف من مفردات واصطلاحات اللغة يفى باحتياجاتك، ويحتاج كذلك إلى معرفة قواعد هذه اللغة حتى تستعمل حصيلتك اللغوية بطريقة جيدة وسليمة، ويحتاج ثالثًا إلى معرفة النطق السليم والصحيح. وللحصول على حصيلة لغوية كافية واستعمالها بطريقة جيدة تحتاج إلى القراءة المستمرة الواعية للكتب والمجلات التى تدخل فى نطاق اهتماماتك، بالإضافة إلى دراسة كتاب لقواعد اللغة مثل الذى بين يديك، أما معرفة النطق السليم فيكون بمتابعة نطق أهل اللغة لها إما عن طريق التسجيلات المختلفة أو عن طريق متابعة برامج إذاعة الـ BBC لمعرفة النطق الإنجليزى الرسمى الصحيح، وكذلك متابعة نطق الشخصيات المختلفة فى الأفلام الإنجليزية والأمريكية لمعرفة اللهجات المختلفة للغة.

يضع معظم واضعى كتب قواعد اللغة الإنجليزية كتبهم لمستوى معين من الطلاب، ولكنى حاولت فى هذا الكتاب أن أجعله مرجعًا دائمًا شاملاً فى قواعد اللغة من أول تعاملك معها إلى أعلى درجات التعليم الجامعى. ولذلك فسوف تجد الموضوعات متكاملة غالبا، ولكن كل موضوع مقسم إلى ثلاثة مستويات أشير إليها بالنجوم «★» ، فالقسم المُشار إليه بنجمة واحدة «★» يعادل مستوى طلبة المدارس الابتدائية الإنجليزية أو طلبة الإعدادية العامة، والقسم المُشار إليه بنجمتين «★★» (بالإضافة للقسم الأول) يعادل مستوى طلبة المدارس الإعدادية الإنجليزية أو طلبة الثانوية العامة، أما القسم المُشار إليه بثلاث نجوم «★★★» (بالإضافة إلى القسمين السابقين - أى كل الكتاب) فهو ما يحتاجه طلبة الثانوية الإنجليزية وطلاب الجامعة. وسوف يجد الدارسون للشهادات المعادلة والشهادات العالية فى هذا الكتاب خير معين لهم.

بصدور هذه الطبعة (التاسعة) لا يسعنى إلا أن أشكر السادة الطلاب والمدرسين على تقريظهم لكتابى هذا، مما دفعنى فى كل طبعة إلى تنقيحه وإضافة ما فاتنى فى الطبعة السابقة له.

وفى الختام لا يسعنى إلا أن أدعو الله:

﴿لاَ يُكلّفُ اللهُ نَفْسًا إلاَّ وُسْعَهَا لَهَا مَا كَسَبَتْ وَعَلَيْهَا مَا اكْتَسَبَتْ رَبَّنَا لاَ تُؤَاخِذْنَا إن نَّسينا أَوْ أَخْطَأْنَا رَبَّنَا وَلاَ تَحْمِلْ عَلَيْنَا إصْرًا كَمَا حَمَلْتَهُ عَلَى الَّذِينَ مِن قَبْلِنَا رَبَّنَا وَلاَ تُحَمِّلْنَا مَا لاَ طَاقَةَ لَنَا بِهِ وَاعْفُ عَنَّا وَاغْفِرْ لَنَا وَارْحَمْنَا أَنتَ مَوْلاَنَا فَانْصُرْنَا عَلَى الْقَوْمِ الْكَافِرِينَ﴾

[البقرة : ٢٨٦]

المؤلف

إهداء

إلى ابنتى العزيزتين

منى و مها

لأنهما كانتا سبب وضع هذا الكتاب

صدر للمؤلف

(مجموعة متكاملة لدراسة اللغة الإنجليزية)

للمتقدمين For Advanced Students:

١- مرجعك الدائم فى قواعد اللغة الإنجليزية **Grammar**
٢- كيف تكتب موضوع تعبير باللغة الإنجليزية **Composition**
٣- المحادثة الإنجليزية كما يتحدثها أهلها **Conversation**
٤- أسس الترجمة **Translation**
٥- كيف تفهم نصا إنجليزيا، وفن كتابة الملخصات والموجزات
Comprehension, Summary & Précis
٦- مدخلك إلى الشعر الإنجليزى **English Poetry**
٧- مدخلك إلى الرواية الإنجليزية **The English Novel**

للمرحلة المتوسطة For Intermediates:

سلسلة أعظم المغامرات **The Greatest Adventures ... Ever!**
(أعظم قصص المغامرات: إنجليزى / عربى)
صدر منها: ١- طرزان ربيب القرود Tarzan of the Apes
٢- عودة طرزان The Return of Tarzan
٣- كنز القرصان The Mandarin's Hoard

للمبتدئين For Beginners:

١- خطواتى الأولى فى قواعد اللغة الإنجليزية
My First Steps in English Grammar

يغطى المستوى العادى O-level لطلبة الإعدادية والمستوى المتقدم A-level لطلبة الابتدائية فى مدارس اللغات (مع الكتاب قرص كمبيوتر هدية للتمرينات)

٢- سلسلة حكايات من كل مكان Tales from Everywhere
حكايات عالمية بلغة إنجليزية مبسطة مع ترجمة عربية لها.
(صدر منها حتى الآن ٤٠ حكاية)

قواميس Dictionaries:

١- قاموس اللغة العامية الأمريكية A Dictionary of American Slang
٢- قاموس الدبلوماسية والشئون الخارجية Dilomacy and Foreign Affairs
٣- قاموس السياحة والفنادق Tourism and Hotels
٤- قاموس المصطلحات الدينية Religious Terms (إنجليزى/عربى)
٥- قاموس المصطلحات الدينية Religious Terms (عربى/إنجليزى)

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تطلب هذه الكتب من المؤلف ومن الموزع:

مكتبة ابن سينا للطبع والنشر والتوزيع والتصدير

٧٦ شارع محمد فريد - جامع الفتح - النزهة - مصر الجديدة - القاهرة
ت: ٦٣٧٩٨٦٣ ، ٦٣٨٩٣٧٢ - فاكس: ٦٣٨٠٤٨٣

الفصل الأول

★الحروف والكلمات LETTERS AND WORDS

تتكون الكلمات words فى اللغات الحديثة من وحدات units تسمى الحروف letters.
والحروف التى نستعملها فى اللغة الإنجليزية، أى الألف بائية الإنجليزية تسمى: the alphabet لاشتقاقها من أسماء الحروف الأولى الإغريقية.

تتكون الأبجدية الإنجليزية من ٢٦ حرفا وكل حرف له شكلان:

الحروف الكبيرة Capital letters : وتستعمل عادة لأول حرف فى الجملة، ولأول حرف فى أسماء العلم Proper nouns (أنظر فصل الترقيم).

الحروف الصغيرة Small letters : أو كما يسميها الطابعون والعاملون على الكمبيوتر Lower case تستعمل لباقى حروف كلمات الجملة.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj
Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt
Uu Vv Ww Xx Yy Zz

ويلاحظ أنه بينما ينطق الإنجليز الحرف الأخير "زد- Zed" نجد الأمريكيين ينطقونه "زى - Zee".

وتنقسم هذه الحروف إلى:

١- **حروف متحركة (أو حروف علة) Vowels** وهى الخمسة التالية: **a, e, i, o, u**
وتعطينا هذه الحروف ما يشبه الفتحة والضمة والكسرة والمد والياء والألف والواو فى اللغة العربية.

٢- **حروف ساكنة Consonants** وهى باقى الحروف.

ونلاحظ أن حرفى "y" و "w" فى أول الكلمة هما حرفين ساكنين:

e.g. War, young, wardrobe, yarn, win, yard, wide, yet, etc.

أما فى وسط أو آخر الكلمة فيقومان بعمل حروف العلة:

e.g. flow, body, flower, pygmy, down, tiny, etc

عندما ننطق كلمة فإننا ننطقها فى عدة مقاطع Syllables ، كل مقطع يحتوى على حرف متحرك أو أكثر. فمثلا كلمة "beautiful" تتكون من ثلاثة مقاطع هى: beau ti ful ، أما كلمة مثل "pretty" فتتكون من مقطعين هما: pret ty ، وكلمة مثل "good" أو "pen" تتكون من مقطع واحد فقط. وبذلك نجد أن وحدة الكتابة للكلمات هى الحرف letter or character أما وحدة النطق فهى المقطع syllable .

Parts of Speech أقسام الكلام★

قسم النحاة كلمات اللغة الإنجليزية إلى ثمانية أقسام هى:

1. The NOUN الاسم :
e.g. river, bed, Ali, Cairo, truth, air, etc.

2. The PRONOUN الضمير :
e.g. he, I, ours, them, who, anybody, etc.

3. The VERB الفعل :
e.g. is, have, do, play, speak, work, think, etc.

4. The ADJECTIVE الصفة :
e.g. good, beautiful, clever, yellow, etc.

5. The ADVERB الظرف أو الحال :
e.g. quickly, well, fast, here, etc.

6. The PREPOSITION حروف الجر :
e.g. in, on, of, at, above, into, etc.

7. The CONJUNCTION حروف العطف :
e.g. and, or, but, because, etc.

8. The INTERJECTION كلمات التعجب :
e.g. Oh!, Alas!, Hello!, etc.

★★ ونلاحظ الآتى:

١- يعتبر البعض الأدوات the articles قسما مستقلا، ولكنها فى الحقيقة أحد أقسام الصفات adjectives لأنها تقوم بنفس وظيفة الصفة وهى إعطاء معلومات عن الاسم الذى تضاف إليه.

٢- قد تؤدى كلمة عمل **فعل** فى جملة ما وتكون نفسها **اسما** فى جملة أخرى، **وصفة** فى جملة ثالثة، الخ... فمثلا:

1. It was a ***long*** night. (adjective = طويل)
   I ***long*** for the good old days. (verb = أشتاق)
   He won't stay ***long***. (adverb = طويلا)
2. Do you ***like*** fish? (verb = يحب)
   The ***likes*** of him are rare today. (noun = أشباه)
   I admire people ***like*** him. (preposition = مثل)
   With ***like*** words, she comforted him. (adjective = مماثل)
   His ***likes*** and dislikes are no concern of mine. (noun = ما يحبه)

وتعتمد معرفتنا لمعنى الكلمة وكنهها (أى أى أجزاء الكلام هى) على موقعها ووظيفتها فى الجملة.

Exercises

★I. Write down the vowels.

★II. Define the syllables of the following words:

1. difficult
2. strong
3. helpful
4. Careless
5. capital
6. letter
7. quickly
8. somebody
9. Cairo
10. poverty

★★III. Use the following words as (a) nouns; (b) verbs:

1. iron
2. Smoke
3. dress
4. tie
5. water

★★IV. Use the following words two different uses and tell which part of speech it is each time:

1. fast
2. hard
3. just
4. below
5. play

★★V. Make a table of the eight parts of speech and put in it all the words in the following passage:

OH! Were I a bird, I Would fly over all countries and see the strange and wondrous customs of people. But alas! I am imprisoned in this human from and must always obey its laws.

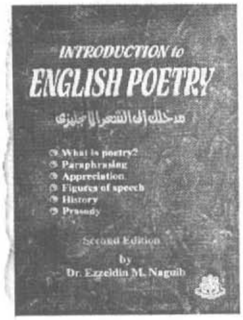
★★VI. What part of speech is each of the following words in black:

1. **That** apple is sour.
2. He said **that** he would go.
3. **That** was extremely foolish.
4. He's the policeman **that** arrested the thief.
5. He's a **hard** man.
6. He ran **fast.**
7. **No** car was stolen yesterday.
8. **No**, I don't believe you.
9. Only a **minute** part will be needed for the examination.
10. Only a **minute** passed but every thing was different.
11. He is a **quiet** man.
12. He is **quite** right.
13. Can you **paper** the walls today?
14. **Paper** money is now used almost exclusively all over the world.
15. That **paper** isn't worth the ink on it.

صدر للمؤلف مجموعة متكاملة لدراسة اللغة الإنجليزية

كيف تكتب موضوع تعبير
باللغة الإنجليزية
How to write a ...
COMPOSITION
With Many Examples
By
Dr. Ezzeldin M. Naguib

خطواتي الأولى في...
قواعد اللغة الانجليزية
MY FIRST STEPS
IN
ENGLISH GRAMMAR
د/ عزالدين محمد نجيب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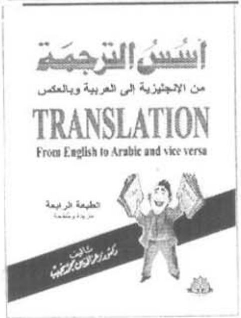
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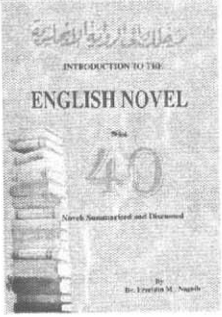
From English to Arabic and vice versa
الطبعة الرابعة


INTRODUCTION TO THE
ENGLISH NOVEL
40
Novels Summarized and Discussed
By
Dr. Ezzeldin M. Naguib

المحادثة الإنجليزية
كما يتحدثها أهلها
ENGLISH
CONVERSATION
for Travellers and Students

TALES FROM EVERYWHERE

TALES FROM EVERYWHERE
ALI BABA
AND THE FORTY THIEVES
علي بابا
THE UNGRATEFUL DWARF
القزم الجاحد
BEAUTY AND THE BEAST
الجميلة والوحش
Dr. E. M. NAGUIB
THE ENCHANTED HORSE
الحصان المسحور

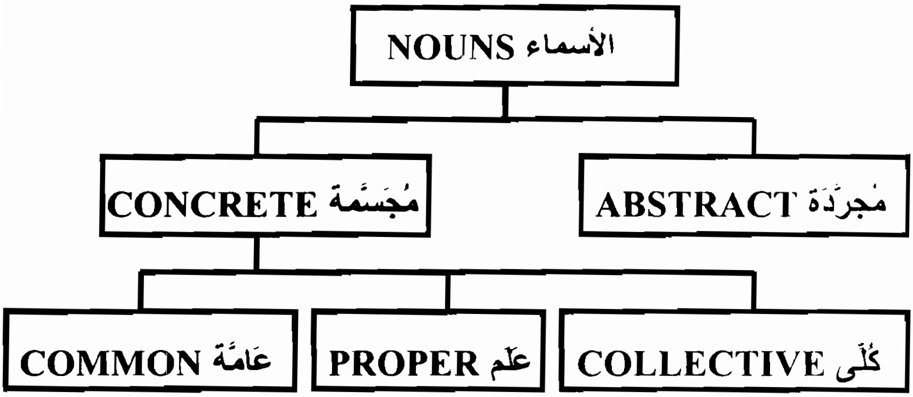
الفصل الثانى

الأسماء NOUNS

★ الاسم **noun** هو ما نطلقه على: شىء أو شخص أو حالة، الخ...

★أولا: أنواع الأسماء Kinds of nouns :

تنقسم الأسماء إلى أسماء مجسمة concrete nouns وهى كل ما يمكن رؤيته بالعين أو إدراكه بالحواس أو بالأجهزة المختلفة، وأسماء مجردة abstract nouns وهى كل مالا يمكن إدراكه بالحواس ولكنه يدرك بالعقل والعاطفة.


NOUNS الأسماء
CONCRETE مُجَسَّمَة
ABSTRACT مُجرَّدَة
COMMON عَامَّة
PROPER عَلَم
COLLECTIVE كُلِّى

أ- الأسماء المجسمة Concrete nouns :

وتنقسم إلى:

١- اسم عام **common nouns** : وهو ما يطلق على أى فرد من نوع معين من الناس أو الحيوانات أو النباتات أو الأشياء:

e.g. man, boy, girl, woman,
dog, owl, cow, lion,
tree, grass, flower, leaf.
box, pen, river, city,
day, month, year, century, etc.

٢- اسم علم **proper noun** : وهو ما يطلق على فرد بعينه، ويبدأ بحرف كبير Capital letter :

e.g. Ali, George, Sami, Mona, Gamal,
Rex, Pussy, China, Nile, Amazon,
Islam, Christianity, Cairo, London,
January, Mars, Friday, Monday, etc.

٣- اسم كلى **collective nouns :** وهو ما يستخدم لتسمية مجموعة متجانسة من البشر أو الأشياء :

e.g. crowd, army, navy, class, school, clergy, public, forest, crew, audience, flock, herd, enemy, team, committee, government, police, etc.

ب- الأسماء المجردة abstract nouns : وهى أسماء ما لا يمكن إدراكه بالحواس أو الأجهزة، مثل أسماء الصفات والأفكار والعواطف والأحوال، وكذلك أسماء الأفعال، مثل:

e.g. truth, beauty, goodness, honour, speed, anger, blackness, boyhood, socialism, communism, colour, health, happiness, death, playing, smoking, etc.

ملاحظات:

١- يلاحظ أن شكل "ing-" للأفعال قد يستخدم كاسم، ويطلق عليه "اسم الفعل" verbal noun or gerund ، وله خواص الاسم وكذلك بعض خواص الفعل (أنظر فصل الفعل).

٢- وقد تقسم الأسماء إلى أسماء يمكن عدها countable nouns وأسماء لا يمكن عدها uncountable nouns مثل أسماء المواد materials والأسماء المجردة abstract nouns:

Countable nouns: e.g. boy, pen, cow, box, flower, etc.

Uncountable nouns: e.g. happiness, water, flour, tea, beauty, etc.

Exercises

★ I. Pick out the names of persons in the following:

1. My sister plays the piano.
2. The teacher explained the lesson to the students.
3. The children are playing with their father.
4. The grocer sold some tea to the boy.
5. The soldier was talking to the doctor.

★II. Pick out the names of animals in the following:

1. He taught his dog how you jump.
2. The bird flew over its nest.
3. The lady was afraid of the wolf.
4. The cat ate the mouse.
5. A lion escaped from the zoo.

★III. Pick out the names of things in the following:

1. There were some pens on the desk.
2. The boy kicked the ball.

3. On the chair, there are two cats.
4. Tea and sugar are bought from the grocer.
5. Smoke was coming out of the chimney.

★IV. Write down the names of six people, six animals, six things and six countries.

★V. Pick out the common nouns from the following sentences:

1. Mona plays the piano very well.
2. Ali has two brothers and a sister.
3. The children's toys were broken last week.
4. I must go to the butcher to buy some meat.
5. I don't go to school on Fridays and Sundays.
6. My brother's shoes have holes in them.
7. All the boys went to the party.
8. The policeman arrested the thief.
9. Earth is one of the planets that move around the sun.
10. He fired his gun and broke a window.

★VI. Pick out the proper nouns from the following sentences and rewrite them beginning with a capital letter:

1. maha lives in cairo near the nile.
2. i saw a mercedes and a fiat racing down the street.
3. laila is learning german.
4. the banks are closed on fridays and saturdays.
5. islam and christianity are the two religions of egypt.
6. december, january and february are very cold in france.
7. beethoven and bach were two great musicians.
8. egypt and the arab countries went to war with israel four times.
9. rex is the name of my dog.
10. everest is the highest mountain in the world.

★★VII. Make a table and arrange in it the common, proper, collective and the abstract nouns:

dog, mona, army, truth, crew, navy, Nile, Mecca, George, beauty, cat, table, car, wisdom, flock, smoking, Mondays, Mars, Nader, street, forest, ugliness, health team, class, library, student, Earth, China, school, poverty, dancing, speed, whistle, train, city, Alexandria, police, justice, cup.

★VIII. Make a table and arrange in it the countable and the uncountable nouns:

tree, sugar, water, stone, flour, flower, tea, cup, meat, ink, pen, courage, beauty, air, dog, river, child, cheese, milk, boy.

★★IX. Form the abstract noun of the following words:

friend, child, hero, partner, coward, beautiful, infant, sane, young, proud, clean, poor, kind, meek, wealthy, walk, black, shy, king, true.

★★X. What is the correct collective noun for:

1. doctors and nurses in a hospital.
2. a large number of fish.
3. people listening to a concert.
4. a large numbers of wolves.
5. Sailors on a ship.

6. a large number of insects.
7. students studying together.
8. players of a collective game.
9. 52 playing cards.
10. father, mother and children.
11. a small group of robbers.
12. a small group of thieves.
13. a small group of musicians.
14. a large group of musicians.
15. many ships sailing together.
16. all the war-ships of a country.
17. people in a church.
18. a group of a sheep.
19. a group of a geese.
20 a group of disorderly people.

★★XI. Use the appropriate collective noun:

1. I dived in the river to escape a large .... of bees.
2. All the actors were present except two members of the ....
3. A .... of cattle was grazing in the meadow.
4. Ali fell and tumbled down the whole ..... of stairs.
5. He has a whole .... of books.
6. A .... of wolves chased our sledge.
7. The look-out spotted a large ...... of sardine.
8. The ...... welcomed he passengers on the plane.
9. We were set upon by a .... of outlaws while walking through the forest.
10. A ..... of lions were sitting in the shade.

★★★XII. Write the abstract nouns of the qualities appropriate to the following historical and literary personalities:

1. Shylock 2. Hercules 3. Job 4. Caligula 5. Venus
6. Solomon 7. Quisling 8. Odysseus 9. Baron Munchausen
10. Uriah Heep.

★★ ثانيا: حالة الاسم Case :

ونعنى بذلك وظيفة الاسم القواعدية أو النحوية Grammatical function فى الجملة وبالتالى موقع الاسم فى الجملة. وفى الإنجليزية الحديثة لا يتغير شكل الاسم حسب حالته، ويحدث التغيير مع بعض الضمائر. (لمزيد من التفصيل أنظر فصل الجملة Sentence وفصل الضمائر Pronouns)

ويكون الاسم فى الحالات التالية:

١- حالة الفاعل Subjective case أو حالة الرفع Nominative case :

وفيها يكون الاسم فاعلا subject لفعل verb . وفى هذه الحالة يأتى الفاعل:

أ- قبل الفعل فى الجملة الإخبارية statement هكذا: **Subject** → Verb

e.g. **The lion** escaped.

Mona has arrived.

ب- بعد الفعل المساعد helping verb فى الجملة الاستفهامية interrogative هكذا:

Helping verb → **Subject** → remainder of Verb

e.g. Did **the lion** escape?
Has **Mona** arrived?

٢- حالة المفعول به Objective case : وفيها يكون الاسم:

أ- مفعولا به object لفعل متعد transitive verb ويقال عندها أنـه محكوم بفعل governed by a verb، وفى هذه الحالة يأتى الاسم المفعول به بعد الفعل الذى يحكمه هكذا:

Subject → Verb → **Object**

e.g. He bought **a book**.
Mona rode **a bicycle**.

ب- مجرورا بحرف جر preposition ويسمى فى الإنجليزية مفعولا به لحرف جر object to a preposition . وفى هذه الحالة يأتى بعد حرف الجر هكذا:

Subject → Verb → Preposition → **Object**

e.g. He jumped on **the table**.
They took out **their car**.

٣- حالة النداء Vocative case : وهنا يستعمل اسم الشخص المنادى عليـه لجـذب انتباهـه لما يقال:

وفى هذه الحالة يوضع الاسم المنادى عليه فى أول الجملة أو فى آخرها، ويفصل عن باقى الجملة بفاصلة:

e.g. **Mona**, shut the door.
Are you coming tonight, **Ali**?

★ ٤- حالة الملكية Possessive case :

لبيان وجود علاقة بين اسمين:

١- ملكية شخص لشىء ما: (**X**'s **Y** = **Y** belonging to **X**)

The girl's doll **or** The doll belonging to the girl

٢- تبعيته له أو كونه جزء منه: (**X's Y = Y of X**)

The girl's leg **or** The leg of the girl

٣- وجود علاقة خاصة: (**X**'s **Y** = **Y** has special relation to **X**)

The girl's teacher **or** The teacher who teaches the girl

والقاعدة هى: **X's Y = Y of X**

ويكون الاسم السابق للفارزة apostrophe مع حرف الـ "s" فى حالة الملكية.

كيف نضيف الـ ('s) ؟

١- نضيف **('s)** إلى الأسماء المفردة أو الجمع غير المنتهية بحرف "s" :

e.g. Singular: boy's toy, girl's doll, student's book

Plural: men’s room, women’s clothes, people’s voice

٢- يضاف (’) أى الفارزة فقط إلى الأسماء المفردة الكلاسيكية (القديمة) المنتهية بـ “s”، وكذلك إلى الأسماء الجمع المنتهية بحرف “s”:

e.g. Classical names: Pythagoras’ theorem, Moses’ Laws
Plural ending in (s): boys’ room, doctors’ meeting, etc.

٣- أما الأسماء العلم الحديثة المنتهية بحرف “s” فيمكن استعمال أى الطريقتين:

e.g. the Smiths’ car or the Smiths’s car

متى نستعمل حالة الملكية possessive case ؟

١- نستعمل حالة الملكية للإنسان والحيوان:

e.g. Man’s destiny, cat’s paw, Ali’s father

★★ ٢- وكذلك لأسماء الدول والسفن وسُبل المواصلات الأخرى وفى التعبير عن الوقت وفى بعض الاصطلاحات الجارية common idioms :

e.g. Russia’s exports, Egypt’s future
The ship’s bell, the Titanic’s passengers
The car’s hood, the tram’s wheels
A week’s holiday (a holiday that takes a week), a few days’ time
The journey’s end

٣- وقد نختصر الاسم بعد (’s) للتعبير عن الأماكن والمبانى:

e.g. I’m staying at my aunt’s. (place, villa, apartment)
You can buy it at Harrods’. (warehouses, shops)
Run quickly to the butcher’s. (shop)

٤- أما التعبير عن الملكية بـ (of + noun) فيستعمل للجمادات عادة:

e.g. The keys of the door **not** the door’s keys
The leg of the chair **not** the chair’s leg

ويمكن الاستغناء عن (of) و (’s) كالآتى:

The door keys, The chair leg

أى استعمال الاسم كصفة أو ما يسمى adjectival noun .

٥- ولمنع سوء الفهم يفضل استعمال (of + noun) للعاقل فى بعض الأحيان:

e.g. The girls’ coats, the girl’s coats

فالسامع لا يدرى هل هى فتاة واحدة لها معاطف كثيرة أم فتيات لكل واحدة معطف، بعكس التعبير:

The coats of the girls, the coats of the girl

فالمعنى واضح.

★★ملاحظات على استعمال الأسماء فى الجملة:

يقوم الاسم بالوظائف التالية فى الجملة:

١- فاعل لفعل Subject to a verb :

e.g. **Maha** arrived.

٢- تكرار للاسم أو اسم إضافى Noun in apposition :

e.g. Sadat, **President of Egypt**, won the October war.

٣- كاسم نداء Vocative noun :

e.g. **Nadia**, come here!

٤- مفعول به لفعل Object to a verb :

مفعول به مباشر Direct object :

e.g. Mona bought **a book**.

مفعول به غير مباشر Indirect object :

e.g. Mona bought **Lina** a book.

٥- مجرور بحرف جر (مفعول به لحرف جر Object to a preposition):

e.g. The cat jumped on **the table**.

٦- تكملة لفعل ناقص الإسناد Complement to a verb of incomplete predication :

e.g. Tati is a **pharmacist**.

٧- تكملة لمفعول Objective complement لبعض الأفعال التى تحتاج مفعول بـه object وتكملة complement :

e.g. They made him **king**.

٨- وقد يأتى الاسم فى حالة الملكية Possessive case :

e.g. The **boy's** birds escaped.

٩- وقد يستعمل الاسم كصفة أى يكون Adjectival noun :

e.g. He bought a **bed** cover.

Exercises

★ XIII Express by using the possessive case:

1. The car of my father
2. The plays of Shakespeare
3. The dolls of the girls
4. The toys of the children
5. The work of Adham
6. The car of my parents
7. The car of the Moharrams
8. The fables of Aesop
9. The imports of Egypt
10. The key of the door

★★XIV. What is the grammatical function (or case) of the words in black:

1. The **crowd** cheered the president.
2. **Adel**, come here, please.
3. The **student's** book was lost.
4. The policeman shot down the **criminal**.
5. He is a **doctor**.
6. They thought him a **mind-reader**.

★ ثالثا: العدد Number :

ونعنى بذلك الجمع والإفراد. ويلاحظ عدم وجود مُثنى فى اللغة الإنجليزية الحديثة، فما زاد عن واحد فهو جمع plural . ويلاحظ أن الأسماء التى تعد فقط countable nouns هى التى تجمع:

كيف نحول المفرد Singular إلى جمع Plural :

القاعدة هى: إضافة حرف “s” إلى نهاية الاسم المفرد.

e.g.

girl → girls
boy → boys
chair → chairs

ماعدا:

١- الكلمات المنتهية بحرف هامس hissing sound وهى: “s, sh, ch, z, x” نضيف إليها حرفى "es" :

e.g.

glass → glasses
brush → brushes
church → churches
box → boxes
buzz → buzzes

٢- الكلمات المنتهية بحرف "o" وذات أصل إنجليزى يضاف إليها "es" :

e.g.

potato → potatoes
mosquito → mosquitoes

★★ أما الكلمات المنتهية بحرف "o" وذات أصل أجنبى، فيضاف إليها "s" فقط:

e.g.

piano → pianos
photo → photos
dynamo → dynamos

وكذلك الكلمات المنتهية بحرف "o" يسبقه حرف علة آخر:

e.g.

folio → folios
studio → studios

٣- الكلمات المنتهية بحرف "y" يسبقه حرف ساكن consonant ، تتحول الـ "y" إلى "ies" :

e.g.

lady → ladies
army → armies

أما حين يسبق الـ "y" حرف علة vowel فنتبع القاعدة بإضافة "s" فقط:

e.g.

boy → boys
key → keys

٤- هناك ثلاثة عشر (١٣) كلمة تنتهى بـ "f" أو "fe" تتحول إلى "ves" :

These are:

calf → calves
elf جنى → elves
half → halves
knife → knives
leaf → leaves
life → lives
loaf رغيف → loaves
self → selves
sheaf حزمة → sheaves
shelf → shelves
thief → thieves
wife → wives
wolf → wolves

أما باقى الكلمات المنتهية بـ "f" أو "fe" فيضاف إليها حرف "s" فقط:

e.g.

roof → roofs
safe → safes
gulf → gulfs
cliff → cliffs

★★ وهناك بعض الكلمات تجمع بأى الطريقتين:

e.g.

wharf → wharfs or wharves
hoof → hoof or hooves
scarf → scarfs or scarves
dwarf → dwarfs or dwarves

٥- هذه الكلمات لا يختلف فيها المفرد عن الجمع:

sheep, deer, craft, salmon, trout, sardine, fish

وقد نستعمل Fishes للتعبير عن أنواع السمك المختلفة

٦- الكلمات الآتية لها جمع شاذ وتحفظ:

man → men
woman → women
gentleman → gentlemen
tooth → teeth
foot → feet
goose → geese
mouse → mice
louse → lice
child → children
ox → oxen
brother → brothers,
brethren (أخوان (فى جماعة دينية)
penny → pence or pennies
die → dice أحجار النرد

★★٧- تحتفظ الكلمات ذات الأصل الأجنبى غالبا بطريقة جمعها الأجنبية:

أ- الكلمات المنتهية بـ "is" تتحول إلى "es" :

e.g.

oasis → oases
analysis → analyses
axis → axes
diagnosis → diagnoses

ب- الكلمات المنتهية بـ "us" تتحول إلى "i" :

e.g.

bacillus → bacilli
cactus → cacti
fungus → fungi
coccus → cocci

جـ-الكلمات المنتهية بـ "um" أو "on" تتحول إلى "a" :

e.g.

bacterium → bacteria
erratum → errata
criterion → criteria
phenomenon → phenomena

ومع ذلك ففى بعض الأحيان قد تجمع الكلمة بالطريقة الأجنبية أو بالطريقة الإنجليزية:

e.g.

curriculum → curricula or curriculums
memorandum → memoranda or memorandums

★ **ملاحظات على جمع الأسماء:**

١- الأسماء المجردة Abstract nouns غالبا لا تجمع، ويستعمل معها فعل مفرد:

e.g. **Speed** *is* limited on most highways. السرعة

ولكن يمكن جمعها فى بعض الأحيان عندما يقصد بها قيم محددة:

e.g. He tried his car at different **speeds**. سرعات مختلفة

٢- الأسماء التى لا تعد Uncountable nouns لا تجمع (إلا لو أصبح لها معنى يمكن عده):

e.g.

glass زجاج → ليس له جمع
glass كوب → glasses
iron حديد → ليس له جمع
iron مكواة → irons

e.g. **Glass** *is* made out of sand. Several **glasses** *were* broken.

٣- بعض الكلمات ليس لها جمع، مثل:

information, news, advice, furniture, progress, cost, business, series, physics, mathematics, etc.

e.g. The **news** *was* exciting.

The **furniture** *was* moved piece by piece.

لاحظ أن physics و mathematics يشيران إلى مادة واحدة مثلما نقول:
الرياضيات مادة صعبة وليس مواد صعبة.

٤- بعض الكلمات ليس لها مفرد:

أ- الأشياء التى تتكون من نصفين متماثلين:

e.g. Trousers, scissors, glasses = spectacles, pincers, pliers, shears, tweezers, pants, shorts, tights, pyjamas, binoculars, scales, etc.

وعادة ما تسبق هذه الأسماء بشبه الجملة: "*a pair of*".

e.g. *A pair of* **scissors** were used to cut the cloth.

ب- معظم الأسماء المنتهية بـ "-ings":

e.g. Belongings, savings, lodgings, surroundings, etc.

جـ- معظم الأسماء التى تنتهى بـ "-ics" عدا mathematics, physics:

e.g. Hysterics, politics, economics, etc.

ء- أسماء أخرى مثل:

Alms, contents, memoirs, wages, clothes, cards, dominoes, billiards, etc.

★★ ٥- الأسماء الكلية Collective n. :

أ- تعامل كمفرد إذا تصرفت كوحدة واحدة:

e.g. The **crew** *was* efficient.

ب- تعامل كجمع إذا تصرف كل فرد فيه بطريقة مستقلة:

e.g. The **crew** *were* examined separately.

جـ- ويمكن جمع الاسم الكلى إذا كانت هناك أكثر من مجموعة:

e.g. Two different **crews** were sent.

ء- بعض الأسماء الكلية تعامل دائما على أساس أنها جمع:

e.g. People, police, clergy, cattle, vermin

★★ ٦- تستعمل ('s) لجمع الأسماء غير العادية أو المختصرات:

e.g. He always crosses his t's and dots his i's.

بمعنى أنه يضع دائما النقط على الحروف (أى يوضح الأمور ولا يخفى شيئا).

The two PM's met in secret. (PM = Prime Minister رئيس الوزراء)

★★ ٧- الأسماء المركبة Compound nouns (وهى التى تتكون من أكثر من كلمة) يجمع فيها فقط الاسم الأصلى:

e.g.

class-*room* → class-*rooms*
boy-*friend* → boy-*friends*
mother-in-law → *mothers*-in-law
*commande*r-in-chief → *commanders*-in-chief
looker-on → *lookers*-on
passer-by → *passers*-by

لأن class و boy تقوم هنا بوظيفة الصفة، أى adjectival noun ، وتقوم عبارتى in-law و in-chief بوظيفة شبه جملة وصفية adjective phrase.

ولكن هناك بعض الشواذ، وخاصة الكلمات التى بها man أو woman أو التى تنتهى بحرف جر:

e.g.

man-farmer → men-farmers
woman-servant → women-servants
woman-student → women-students
grown-**up** → grown-**ups**
close-**up** → close-**ups**
break-**down** → break-**downs**

★★ ٨- بعض الكلمات لا تجمع اذا استعملت كوحدة تمييز لرقم:

e.g. three million, 5 hundred, two dozen, etc.

ولكن إذا لم يسبقها رقم فيمكن جمعها:

e.g. millions of pounds, hundreds of people, dozens of presents, etc.

Exercises

★ XV. give the plural of these nouns:

1. girl 2. shelf 3. city 4. tomato 5. toy
6. brush 7. church 8. roof 9. deer 10. Sheep
11. fish 12. goose 13. mouse 14. foot 15. ox

★XVI. Rewrite the following sentences putting as many words as possible into the plural and make any necessary changes. (a and **an** may be changed to some)

1. A leaf fell on the roof of the house.
2. An army loves its hero.
3. The mouse ate a fish.
4. A thief broke into the church.
5. An ox pulled the car out of the ditch.
6. He was attacked by a louse, a mosquito and a fly.
7. I lit my cigarette with a match.
8. A sheep was lying in the shade.
9. A goose and a duck were swimming in the river.
10. A potato fell on my foot.

★★XVII. Give the plural of these nouns:

1. glass 2. dynamo 3. folio 4. penny 5. elf 6. cliff 7. salmon 8. oasis 9. eucalyptus 10. axis 11. phenomenon 12. outlaw 13. drawback 14. housewife 15. gentleman-farmer 16. boy-scout 17. father-in-law 18. commander-in-chief 19. poet-laureate 20. man-of-war

★★XVIII. Give the plural of these nouns:

1. radius 2. bacterium 3. governor-general 4. dormouse 5. appendix 6. Lord-justice 7. locus 8. quartermaster-general 9. studio 10. man-doctor

★★XIX. from compound nouns to express:

1. a room where you have meals.
2. a knife for cutting bread.
3. a man who sells books.
4. a machine for use in the kitchen.
5. a dog for watching houses etc.
6. a box for holding matches.
7. a man who sweeps chimney.
8. a doctor who practises all branches of medicine.
9. the chief minister of a state.
10. a watch which is worn around the wrist.
11. the chief commander of an army.
12. your wife's mother.

13. a man who practices medicine and witchcraft.
14. your wife's sister.
15. chief officer responsible for food and housing of an army.

★ رابعا: الجنس Gender :

هناك أربعة أجناس للأسماء فى اللغة الإنجليزية:

أ- المذكر Masculine : للذكور من الناس و الحيوانات:

e.g. man, boy, lion, tiger, cock, etc.

ب- المؤنث Feminine : للإناث من الناس و الحيوانات:

e.g. woman, girl, lioness, tigress, hen, etc.

جـ- المحايد Neuter : أى عديم الجنس، و هذا يستعمل للجمادات:

e.g. desk, pen, table, mountain, etc.

ء- المشترك Common : و هذا يستعمل للأشخاص و الحيوانات غير المحدد جنسها:

e.g. child, parent, cousin, person, animal, etc.

و يلاحظ فى هذا النوع الأخير ضرورة تحديد الجنس عند استعمال ضمير pronoun لعدم وجود ضمير محايد غير "it" للحيوانات و الجمادات:

e.g. The **child** didn't go to school as ***she*** was ill.

ملحوظة: عادة ما تكون أسماء البلاد و السفن و السيارات و الأعاصير مؤنثة، وكذلك أسماء الحيوانات الضعيفة. أما الحيوانات القوية فعادة تكون مذكرة:

e.g. The **Titanic** sank in **her** maiden voyage.
The **elephant** fell and broke **his** leg.

تكوين المؤنث من المذكر:

١- باستعمال كلمة مختلفة، مثل:

Masculine **مذكر**	**Feminine** **مؤنث**	**Masculine** **مذكر**	**Feminine** **مؤنث**
man	woman	fiancé	fiancée
boy	girl	monk	nun
father	mother	wizard	witch
papa	mamma	tutor	governess
son	daughter	hero	heroine
brother	sister	bull (ox)	cow
husband	wife	stallion (horse)	mare
uncle	aunt	cock	hen
nephew	niece	dog	bitch
bachelor	spinster	tomcat	tabby cat
widower	widow	drake	duck
bride-groom	bride	gander	goose

youth	maiden	fox	vixen
lad	lass	buck	doe
lord	lady	colt	filly
king	Queen	boar	sow
sir	madam	bullock	heifer

٢- بإضافة "-ess" مع بعض الاختلافات البسيطة لتسهيل النطق، مثل:

Masculine **مذكر**	**Feminine** **مؤنث**	**Masculine** **مذكر**	**Feminine** **مؤنث**
god	goddess	master	mistress
emperor	empress	priest	priestess
prince	princess	steward	stewardess
duke	duchess	host	hostess
marquis	marchioness	lion	lioness
earl (count)	countess	tiger	tigress
baron	baroness	poet	poetess

٣-بإضافة كلمة أو ضمير يفيد الجنس، مثل:

Masculine **مذكر**	**Feminine** **مؤنث**	**Masculine** **مذكر**	**Feminine** **مؤنث**
pea**cock**	pea**hen**	**boy**-scout	**girl**-scout
he-wolf	**she**-wolf	bar**man**	bar**maid**
he-goat	**she**-goat	gentle**man**	gentle**woman**
billy-goat		**buck**-rabbit	**doe**-rabbit
boy-friend	**girl**-friend	**man**-servant	**woman**-servant

Exercises

★XX. Give the feminine of the following masculine nouns:

1. king 2. cock 3. man 4. father 5. Uncle
6. lord 7. prince 8. lion 9. boy-friend 10. brother

★XXI. Give the masculine of the following feminine nouns:

1. heroine 2. wife 3. niece 4. tigress 5. bar-maid 6. mother 7. lady 8. hen 9. queen 10. manageress

★★XXII. change all masculine nouns into corresponding feminine:

1. The heir to the property was a bachelor.
2. The hero of the film was a new actor.
3. The tiger attacked the manager of the circus.
4. My uncle asked me to feed his peacock.
5. The barman gave the policeman a free drink.

6. My nephew shot a fox.
7. The duke asked the air-steward for a cup of tea.
8. The stallion kicked the dog.
9. The head-master asked the boy to behave himself.
10. The wizard cast a spell on the man and changed him into a gander.

★★XXIII. Give the number and gender of the following nouns:

1. pupil 2. witch 3. Desk 4. Dynamos 5. Child
6. news 7. savings 8. uncle 9. politics 10.physics

★ خامسا: توافق الأسماء الفاعلة مع الأفعال

Agreement or concord:

القاعدة هى:

الاسم الفاعل المفرد يأخذ فعل مفرد، والفاعل الجمع يأخذ فعل جمع

e.g.

The **thief** *was* arrested.
The **thieves** *were* arrested.

١- الأسماء المفردة المعطوفة بحرف عطف من نوع "and" تأخذ فعل جمع:

e.g. **Ali and Ahmed** *were* absent yesterday.

لاحظ أن بعض حروف العطف الأخرى مثل "or" أو "neither ....nor"، الخ والتى تعنى أن واحدا فقط هو الذى قام بالعمل، تأخذ فعلا مفردا إذا كان الفاعلان مفردان:

e.g. **Ali or Ahmed** *was* absent yesterday.

٢- الأسماء الكلية Collective تأخذ فعل مفرد أو جمع كما سبق الشرح.

٣- الأسماء المجردة تأخذ عادة فعل مفرد.

٤- بعض الأسماء تعامل دائما كجمع مثل: belongings, savings, etc.، وبعضها يعامل دائما كمفرد مثل: news, information, etc.

٥- عندما تبدأ الجملة بـ "There" فإن الفعل يتوافق مع الفاعل الحقيقى:

e.g. There *is* a **man** sitting under the tree.
There *are* some **men** sitting under the tree.

Exercises

★★XXIV. fill in the spaces using the correct from of the verb between brackets:

1. The crew of the ship .... very helpful. (to be)
2. Good news .... always welcome. (to be)
3. The audience ..... listening raptly to the music. (to be)
4. A few players of the football team ...... injured. (to be)
5. The class .... not done this exercise. (to have)
6. The army .... attacked. (to have)
7. Nowadays ten pound .... a small sum of money. (to be)
8. His saving ... lost when the bank went bankrupt. (to be)

9. Mona and Maha .... absent yesterday. (to be)
10. Mona but not Maha .... absent yesterday. (to be)
11. The cabinet ..... today to discus the new policy. (meet-meets)
12. The committee ..... going to decide today. (to be)
13. Sugar .... used in making pastries. (to be)
14. Three lumps of sugar ... put in his cup of tea. (to be)
15. Neither Ali nor Amin .... present. (was, were)

★★ تكوين الأسماء Forming Nouns :

هناك الكثير من الكلمات التى هى أسماء بطبيعتها مثل:

boy, ball, girl, tree, etc.

وكثيرا ما يمكننا تكوين أسماء من فعل verb أو صفة adjective أو من أصل الكلمة root بإضافة مقاطع إلى آخر الكلمة تسمى لواحق suffixes كالآتى:

-tion, -sion	infection, diversion, explosion, division
-ence, -ance	excellence, exuberance, extravagance, arrogance
-ship	hardship, friendship, partnership
-hood	parenthood, brotherhood, priesthood
-ism, -asm	communism, patriotism, enthusiasm
-age	parentage, salvage, wreckage, plumage
-cy	democracy, bankruptcy, lunacy
-ice, -ise	cowardice, avarice, exercise
-tude	longitude, latitude, promptitude, rectitude
-ty	captivity, vanity, productivity, brutality
-ure	furniture, architecture, feature, creature
-ary	aviary, library, dispensary
-dom	dukedom, freedom, kingdom
-ness	frankness, usefulness, redness
-ter	laughter, slaughter
-ium	aquarium, planetarium, bacterium

اللواحق التالية تضاف إلى أصل الكلمة أو الفعل لتسمية فاعل الفعل، أو أصحاب المهن:

-ar	beggar, scholar, liar
-er	lawyer, writer, player, plumber
-eur	entrepreneur, amateur, voyeur
-or	doctor, actor, emperor, governor, tailor, traitor
-ian	musician, obstetrician, librarian
-ist, -ast	dentist, pianist, violinist, socialist, enthusiast
-ier	furrier, brigadier, fusilier

-eer	engineer, profiteer, auctioneer, musketeer
-wright	playwright, wheelwright, cartwright
-ant	mendicant, servant, savant
-ee	employee, devotee, donee, assignee
-ard	drunkard, sluggard لتسمية اسم المبالغة لفاعل الفعل:

لتكوين أسماء التصغير مثل بصيلة كتصغير لبصلة، أو كليب كتصغير لكلب:

-ing	duckling, changeling, gosling
-kin	manikin (mannequin), pannikin
-ock	bullock, hillock
-let	droplet, piglet
-et	casket, facet, midget, nymphet
-ette	rosette, cigarette
-en	kitten, maiden
-ule	molecule, globule

Exercises

★★XXV. Form nouns from the following adjectives:

1. hard 2. coward 3. avaricious 4. long 5. lunatic 6. heroic 7. frank 8. useful 9. proud 10. red

★★XXVI. Form nouns from the following verbs:

1. laugh 2. sell 3. teach 4. punish 5. advise 6. slay 7. explode 8. renew 9. arrive 10. depart

★★XXVII. What is the name of the person who:

1. treats the teeth and gums. 2. sells things at auction.
3. plays the violin. 4. delivers woman of their babies.
5. governs a province. 6. has several people in his employ.
7. begs. 8. sells furs.
9. writes plays. 10. bakes bread.

★★XXVIII. Give a single word for each of these:

1. a person who never eats meat.
2. a woman whose husband is dead.
3. a man who does a very brave things.
4. a person who is passing near when something happens.
5. a person who writes plays.
6. a person who thinks that nothing is ever going to be right.
7. a person who thinks that every thing will turn out all-right.
8. a man who eats the flesh of man.
9. an extremely short person.
10. an extremely tall person.

الفصل الثالث

الصفات ADJECTIVES

★ **الصفات هى كلمات تأتى مع الأسماء و تعطينا معلومات أوفر عن الاسم.**

★ ★ **أنواع الصفات:**

تنقسم الصفات إلى صفات حقيقية Proper adjectives هى صفات النوعية أو النعوت Adjectives of quality التى تصف الاسم فعلا، وهى ما نعنيه بكلمة الصفات عموما؛ وصفات غير حقيقية أو مُحددات Determiners وهى كلمات تأتى قبل الأسماء وصفاته الحقيقية، وتحدد الاسم، ولكنها ليست صفات بالمعنى المفهوم:

أولا: الصفات الحقيقية أو النعوت Adjectives of Quality :

e.g. rich, big, green, fat, clever, beautiful, horrible, etc.

ثانيا: المحددات Determiners :

١- الأدوات The Articles :

وهذه قد تكون:

أ- أدوات نكرة Indefinite articles : وهى: a, an

ب- أداة المعرفة The definite article : وهى: the

٢- صفات الكمية Adjectives (Determiners) of Quantity :

أ- محددة الكمية Definite quantity أو الأرقام Numbers :

١- أرقام رئيسية Cardinal numbers :

e.g. one, two, three, etc.

٢- أرقام ترتيبية Ordinal numbers :

e.g. first, second, third, etc.

٣- كسور Fractions :

e.g. half, quarter, third, etc.

٤- أرقام خاصة Special numbers :

e.g. couple, dozen, score, etc.

ب- غير محددة الكمية Indefinite quantity :

e.g. many, few, much, little, etc.

٣- صفات الإشارة Demonstrative adjectives (determiners) : وهى:

this, that, these, those, such

٤- صفات الاستفهام Interrogative adjectives (determiners) : وهى:

what, which, whose

٥- صفات التوزيع **Distributive adjectives (determiners) :** مثل:

e.g. each, every, either, neither, both, etc.

٦- صفات الملكية **Possessive adjectives (determiners) :** وهى:

my, your, his, her, its, our, their

٧- الأسماء والعبارات الاسمية فى حالة الملكية

Nouns and Noun phrases in the possessive case : مثل:

e.g. John's, the man's, an old lady's, etc.

ملحوظة هامة: كثير من المحددات (الصفات) تشترك فى الشكل والمعنى مع الضمائر، ولكن الذى يفرق بينهما هو الوظيفة التى تقوم بها الكلمة فى الجملة:

فالمحدد يأتى قبل اسم ليضيف إليه معلومات، أما الضمير فيحل محل الاسم:

e.g. **Two** *men* returned home. (determinative)

Two returned home. (pronoun)

That *idea* is foolish. (determinative)

That is foolish. (pronoun.)

Exercises

★★I. Pick out the adjectives in the following sentences and state their kind:

1. This magazine is very good.
2. I think this new shirt is made of Egyptian cotton.
3. Such men always end in prison.
4. Ali was hungry but not thirsty.
5. Each child was given a lovely doll.
6. Enough sugar was bought to make two cakes.
7. No mistake escaped the teacher.
8. One bird in hand is better than ten on the tree.
9. He was my best friend.
10. He saw a falling star and wished a wish.

★★★II. What are the kinds of adjectives you know? Choose two adjectives of each kind, then use each in a useful sentence.

★ أولا: الصفات النوعية أو النعوت Adjectives of Quality

هذه هى الصفات الحقيقية والتى تتبادر إلى الذهن عند ذكر كلمة صفة Adjective عموما، أما باقى أنواع الصفات فقد أطلق عليها حديثا اسم المُحددات Determiners .

★★ تكوين الصفات Forming adjectives :

تتكون الصفات فى اللغة الإنجليزية بأربعة طرق:

١- صفات أصلية Original adjectives :

e.g. poor, rich, long, hot, glad, yellow, old, etc.

٢- صفات مستخرجة من الأسماء nouns أو جذر الكلمة root بإضافة لواحق suffixes للاسم أو للجذر:

e.g.

-able	pleasure	→ pleasurable	respect	→ respectable
	honour	→ honourable	dispute	→ disputable
-al	brute	→ brutal	nation	→ national
	critic	→ critical	industry	→ industrial
-an, ian	America	→ American	George	→ Georgian
	India	→ Indian	Hercules	→ Herculean
-ate	fortune	→ fortunate	ire	→ irate
	proportion	→ proportionate	passion	→ passionate
-en	wool	→ woollen	silk	→ silken
	gold	→ golden	wood	→ wooden
-ent	excel	→ excellent	exist	→ existent
	urge	→ urgent	ardour	→ ardent
-esque	statue	→ statuesque	picture	→ picturesque
	Roman	→ Romanesque	Arab	→ Arabesque
-ible	contempt	→ contemptible	horror	→ horrible
	division	→ divisible	terror	→ terrible
-ic(al)	artist	→ artistic(al)	hero	→ heroic
	atom	→ atomic(al)	history	→ historic(al)
-ish	girl	→ girlish	boy	→ boyish
	fool	→ foolish	child	→ childish
-ful	beauty	→ beautiful	bounty	→ bountiful
	help	→ helpful	pain	→ painful
-less	help	→ helpless	pain	→ painless
	fear	→ fearless	care	→ careless
-ly	man	→ manly	woman	→ womanly
	friend	→ friendly	father	→ fatherly
-ous	courage	→ courageous	fame	→ famous
	glory	→ glorious	danger	→ dangerous

-y	ink	→ inky	dirt	→ dirty
	health	→ healthy	wealth	→ wealthy
-some	trouble	→ troublesome	whole	→ wholesome
	quarrel	→ quarrelsome	awe	→ awesome
-ern	east	→ eastern	west	→ western
	north	→ northern	south	→ southern
-ese	Sudan	→ Sudanese	China	→ Chinese
	Portugal	→ Portuguese	Lebanon	→ Lebanese
-like	God	→ Godlike	child	→ childlike
	moon	→ moonlike	life	→ lifelike
- ist	socialism	→ socialist	communism	→ communist
	pragmatism	→ pragmatist	piano	→ pianist

٣- أسماء الفاعل Present participles وأسماء المفعول Past participles يمكن استعمالها كصفات:

ويلاحظ أن اسم الفاعل Present participle (**-ing**) form يصف ما يحدث Describes an action.

أما اسم المفعول Past participle (**-ed**) form فهو يصف نتيجة الحدث Describes the result of an action.

e.g.
1. It was an **interesting** book. مُثير للاهتمام
   He was **interested** in the book. مُهتمًا
2. He read a **boring** story. مُملة
   He became **bored**. مُصابا بالملل
3. Many men were inside the **burning** house. المُشتعل (وقت الحدث)
   The **burnt** men were rushed to hospital. المحروقون

٤- قد تستعمل الأسماء كصفات، ونطلق عليها صفات اسمية Adjectival nouns وهى تقابل المضاف إليه فى اللغة العربية:

e.g. The **kitchen** table was made of wood. مائدة **المطبخ**
The **car**-mat was dirty. سجادة **السيارة**
We heard the **church** bell ringing. جرس **الكنيسة**

ملحوظة:

تستعمل بعض الصفات كأسماء بوضع أداة التعريف "the" قبلها، وفى هذه الحالة تعبر عن كل الأفراد الذين ينعمون بـ – أو لديهم – هذه الصفة:

e.g. *The* **rich** should not flaunt their wealth in front of *the* **poor**.
The **blind** can read using Braille's writing.
"*The* **Good**, *the* **Bad**, and *the* **Ugly**" was one of the best western films ever made.

Exercises

★★III. Form adjectives from the following nouns:

1. America 2. juice 3. wool 4. child 5. atom 6. pain 7. man 8. glory 9. fortune
10. ink 11. Sudan 12. wall 13. awe 14. gold 15. silk 16. west 17. boy 18. dog
19. paper 20. glass.

★★IV. Use the following adjectives as nouns in useful sentences:

1. rich 2. clever 3. strong 4. ugly 5. Fat

★★V. Choose the correct word:

1. We were all very (exciting - excited)
2. You look very (tired - tiring)
3. Do you think he is an (amusing - amused) person?
4. The film we saw yesterday was so (frightening - frightened) that I couldn't sleep.
5. The lecture was extremely (boring - bored)and we were (boring - bored) to death.
6. The (cooking - cooked) food was left to cool in the (cooking - cooked) utensils.
7. (Growing - Grown) children need more vitamins than adults.
8. Manuscripts are books (writing - written) by hand.
9. He lost his (swimming - swum) suit when he dived.
10. A recluse is a person of (retiring - retired) habits.

★ تكوين عكس الصفات Opposites or Antonyms :

١ـ قد يكون عكس الصفة كلمة مختلفة تماما:

e.g.

poor	× rich	stupid	× clever
long	× short	thin	× thick سميك
true	× false	thin	× fat سمين
good	× bad	easy	× difficult
strong	× weak	cold	× hot
slow	× quick	smooth	× rough
light خفيف	× heavy	ugly	× beautiful
light فتح	× dark	hard	× soft

٢ـ قد نكون عكس الصفة بإضافة السوابق Prefixes التالية :

e.g.

un-	able	× unable	lucky	× unlucky
	ripe	× unripe	well	× unwell
in-	correct	× incorrect	direct	× indirect
	formal	× informal	human	× inhuman
im-	mature	× immature	modest	× immodest
	proper	× improper	polite	× impolite
il-	legal	× illegal	logical	× illogical
	literate	× illiterate	legitimate	× illegitimate
ir-	regular	× irregular	relevant	× irrelevant
	reparable	× irreparable	resolute	× irresolute

dis-	honest	× dishonest	orderly	× disorderly
	agreeable	× disagreeable	loyal	× disloyal

نلاحظ أن "il" "im" و "ir" هى أصلا "in" ولكنها تحورت لتلائم نطق الكلمة التى بعدها.

٣- عكس الصفات المنتهية بـ "-ful" يكون غالبا بتغييرها إلى "-less" :

e.g.

faithful	× faithless	harmful	× harmless
helpful	× helpless	fearful	× fearless
careful	× careless	useful	× useless

Exercises

★VI. Complete using the opposite of the adjectives typed in black:

1. The girl was not **ugly,** she was very ......
2. Although he was **stupid**, his younger brother was very ......
3. Some of the food was **hot** and some was ......
4. He was **strong** in the youth, but he became ...... in his old age .
5. Of the five questions: three were **easy** and two were ......
6. In summer we wear **light**-coloured clothes while in winter we were them ......-coloured.
7. She was **thin** before marriage then she turned ....
8. The questions were to be ticked off as **true** or ....
9. He bought a pair of **new** shoes and threw his .... ones away.
10. She was **tall** while her brother was ......

★ مقارنة الصفات Comparison of adjectives :

هناك ثلاث درجات للمقارنة:

١- الدرجة البسيطة positive degree : وهى الصفة العادية، وقد نستعملها عندما نريد أن نقول أن الصفة موجودة عند شخص أو شىء (أو أكثر):

e.g. Lina is **talkative.**

Maha is *as* **tall** *as* Tati.

Ali is *not so* **clever** *as* Ahmed.

وقد نستعمل فى هذه الدرجة تعبيرات بها كلمة **"as"** لوصف شيئين أو شخصين:

as....as, nearly as....as, not as....as, not nearly as....as, twice as....as, three times as....as, not so....as, etc.

(يفضل استعمال "so....as" مع النفى)

٢- درجة المقارنة Comparative degree : ونستعملها عندما نريد إظهار تفوق شخص أو شئ ما على شخص أو شئ آخر فى صفة معينة، أى المقارنة بينهما:

e.g. Adel is **taller** *than* Nabil.

A Mercedes is *much* **more elegant** *than* a Fiat.

وعادة نستعمل فى هذه الدرجة تعبيرات بها كلمة **"than"** :

....than, a bit....than, a little....than, a little bit....than, much....than, quite a lot....than, a lot....than, etc.

٣- درجة التفضيل المطلق Superlative degree : ونستعملها لإظهار الأفضلية المطلقة لشخص أو لشيء ما عما عداه، وتستعمل عادة بين ثلاث أشخاص (أو أشياء) أو أكثر:

e.g. She is *the* **tallest** girl in class.
China is *by far the* **most populous** country on Earth.

وعادة نستعمل فى هذه الدرجة تعبيرات بها كلمة **"the"** :

the...., by far the...., easily the...., one of the...., the....of all, etc.

★ تكوين درجات المقارنة Forming degrees of Comparison :

لتكوين درجة المقارنة نضيف للصفة البسيطة **"-er"** أو **"more"** ؛ ولتكوين درجة التفضيل المطلق نضيف **"-est"** أو **"most"** ، هكذا:

١- الدرجة البسيطة Positive degree :

هذه هى الصفة النوعية العادية أو النعت Ordinary adjective of quality .

٢- درجتى المقارنة Comparative و التفضيل المطلق Superlative:

أ- للصفات ذات المقطع الواحد one syllable نضيف إلى آخر الصفة " -er " و " -est " ، هكذا:

e.g.

Positive	Comparative	Superlative
-----	**-er**	**-est**
tall	taller	tallest
long	longer	longest

ب- للصفات ذات الثلاث مقاطع أو أكثر، نضع قبل الصفة "more" و "most" ، هكذا:

e.g.

Positive	Comparative	Superlative
-----	**more**	**most**
beautiful	more beautiful	most beautiful
dangerous	more dangerous	most dangerous

جـ- الصفات ذات المقطعين تعامل مثل ذات الثلاث مقاطع، ماعدا تلك المنتهية بـ "e" أو "er" أو "w" أو "y" فيمكن أن تعامل مثل ذات المقطع الواحد، هكذا:

e.g.

Positive	Comparative	Superlative
afraid	more afraid	most afraid
simple	simpler	simplest
shallow	shallower	shallowest

clever	cleverer	cleverest
pretty	prettier	prettiest

ء- بعض الصفات ذات المقطعين قد يستعمل معها أى الطريقتين:

e.g. common, pleasant, quiet, etc.

Positive	**Comparative**	**Superlative**
common	commoner more common	commonest most common

هـ- و هناك بعض الشواذ، هى:

Positive	**Comparative**	**Superlative**
good well right (صحيح)	better	best
bad ill wrong	worse	worst
many	more	most لما يُعد
much	more	most لما لا يعد
little	less lesser للتعبير الشعرى	least
old	older elder	oldest للأشخاص والأشياء eldest للأشخاص فقط
far	farther further = آخر، بالإضافة	farther للمسافات furthest للمسافات المعنوية
late	later latter = الأخير، الثانى	latest = الأحدث last = الأخير
near	nearer	nearest للقرب next للترتيب
in*	inner	innermost
out*	outer utter = أقصى - كامل	outermost = إلى الخارج uttermost = الأقصى
up*	upper	uppermost
fore *	former = سابق	foremost = فى المقدمة first = الأول

***ملحوظة:** الكلمات المكتوبة بخط أسود هى ظروف adverbs ولكن درجات مقارنتها وتفضيلها تعتبر صفات.

★★و- الصفات المركبة Compound adjectives تتبع الصفة الأصلية:

e.g.

Positive	Comparative	Superlative
good-looking	better-looking	best-looking
nice-behaved	nicer-behaved	nicest-behaved
much-admired	more-admired	most-admired

★★ز- اسم الفاعل Present part. واسم المفعول Past part. نستعمل معها "more"و "most" :

e.g.

Positive	Comparative	Superlative
interesting	more interesting	most interesting
bored	more bored	most bored

★★ح- بعض الصفات من غير المنطقى استعمال درجات المقارنة والتفضيل المطلق معها لأنها مُطلقة بطبيعتها، مثل:

e.g.

absolute مطلق	perfect كامل - تام	immortal خالد
unique فريد	eternal أبدى	circular مستدير
extreme أقصى	empty فارغ	square مربع

★★ط- معظم الصفات المشتقة من أسماء بإضافة “-ar” أو “-al” أو “-ic” لا يمكن استعمالها فى المقارنة، مثل:

e.g. polar, solar, mathematical, political, atomic, electronic

★★ملاحظات على درجات مقارنة الصفات:

١- نستعمل **"than"** عادة مع درجات المقارنة Comparative degree :

e.g. She is prettier **than** her sister.

ولكن بعض الصفات (المكانية) عندما تستخدم للمقارنة يستعمل معها **"to"** مثل:

anterior, posterior, senior, junior, superior, inferior, etc.

e.g. His rank was superior **to** that of his brother.

In manners and intellect, he was inferior **to** his wife.

٢- نستخدم **"the"** عادة مع درجات التفضيل المطلق، ولكن لاحظ الآتى:

قد نستعمل هذه الصيغة بدون تفكير فى المقارنة، وفى هذه الحالة لا نستعمل **"the"** :

e.g. He is **most intelligent**. (most = very)

It was a **most unusual** performance.

I will do my **best**.

٣- عند استعمال التفضيل المطلق بين شخصين أو شيئين فقط نستعمل صيغة المقارنة مع **"the"** :

e.g. He is **the better** of the two.
This is **the more interesting** of the two books we have read.

٤- قد تستخدم درجات المقارنة أو التفضيل المطلق فى بعض الاصطلاحات idioms :

e.g. The **more**, the **merrier**.
It kept getting **bigger** and **bigger**.
I had **better** leave.
The **sooner**, the **better**.
May the **best** man win!

٥- نستعمل "less" و "least" بدلا من "more" و "most" فى درجات مقارنة جميع الصفات للتعبير عن الأقل أو الأسوأ:

e.g. He is **less stupid** than his brother.
She is the **least beautiful** of her sisters.

٦- هذه الكلمات **(in, up, out, fore)** ظروف adverbs ولكن درجات مقارنتها تستخدم كصفات adjectives :

e.g. The **inner** room is more spacious.
He was **foremost** among his colleagues.
Pluto is the **outermost** planet in the solar system, while Mercury is the **innermost** one.
He is an **utter** (complete) dunce (fool).

٧- لاحظ اختلافات التهجى spelling التالية:

أ- الصفات المنتهية بـ **"e"** يضاف إليها **"r"** و **"st"** فقط:

e.g. nice → nicer, nicest
simple → simpler, simplest

ب _ الصفات المنتهية بـ **"y"** لا يسبقه حرف علة vowel يتحول إلى **"i"** :

e.g. happy → happier, happiest
pretty → prettier, prettiest

جـ- الصفات المنتهية بحرف ساكن consonant يسبقه حرف علة واحد فقط، نكرر غالبا الحرف الساكن:

e.g. Big → bigger, biggest
Fat → fatter, fattest

ولكن لاحظ:

weak → weaker, weakest (حرفين علة)

Exercises

★VII. Correct the words between brackets:

1. Nivin is (short) than Maha.
2. Ahmed is (young) than his brother.
3. This is the (old) house in town.
4. She has (little) money than I.
5. His bicycle is (good) than mine.
6. He's the (bad) climber I've ever seen.
7. Who made (many) cakes, you or your sister?
8. Nabil is (fat) than Ali.
9. Some planes travel (fast) than the speed of sound.
10. The (big) animal at the zoo is the elephant.
11. London is (far) from Cairo than Athens.
12. He looks (ill) than yesterday.
13. The (difficult) exam was that of physics.
14. Maha is not as (tall) as Hekmat.
15. It was the (unusual) performance I've ever seen.

★★VIII. Correct the words between brackets:

1. He's (old) than all the others students.
2. Do you think Ahmed is (intelligent) than Ibrahim.
3. Bangladesh is one of the (poor) countries in the world.
4. She's the (helpful) person it has been my luck to meet.
5. The meeting went (bad) than I expected.
6. She was pregnant and kept getting (big) and (big).
7. Of the two, he's the (intelligent).
8. He lives in the (up) apartment just below the roof.
9. Let him do his (bad).
10. He was the (good-looking) man at the party.
11. The journey was twice as (long) as the previous one.
12. The journey was two times (long) than the previous one.
13. That car is inferior (than) the other.
14. He did his (out) to succeed.
15. He feels (well) than before.

★مكان الصفات Adjectives فى الجملة:

للصفات مكانين فى الجملة:

قبل الاسم الذى تصفه مباشرة، وتسمى فى هذه الحالة:

أ- صفة نعتية Attributive adjective :

القاعدة هى: تسبق الصفة الاسم الذى تصفه مباشرة.

e.g. He saw a **nice** movie.

The **old** man broke his **wooden** cane.

★★★ ملاحظة:

قد تأتى الصفة النعتية مباشرة بعد الاسم الذى تصفه، وفى هذه الحالة فهى:

١- اختصار لعبارة وصفية هى: (relative pronoun + be + adjective)؛ وكثيرا ما يختلف المعنى:

e.g. 1. The **present** employees will vote for me. الحاليين
The employees **present** will vote for me. الحاضرين
= The employees *who are present* will vote for me.
2. It was a very **involved** problem. معقدة
The person **involved** was questioned. المتورط
= The person *who was involved* was questioned.
3. The **concerned** doctor phoned for an ambulance. قلق أو مهتم
The doctor **concerned** is absent. المختص (اختلف المعنى)
= The doctor *who is concerned (with the case)* is absent.
4. It was a **proper** question. مناسب أو صحيح
The question **proper** has not been answered. نفسه أو الأصلى
= The question *which was (the) proper (question)* has ...

٢- بعض التعبيرات الاصطلاحية idiomatic، مثل:

e.g. heir **apparent** Prince **Regent**
knight **errant** CBC **Incorporated**

★تتكون الجملة من فاعل Subject ومُسند predicate ، أى ما يُسند للفاعل فعله، وقد تقع الصفة فى مسند الجملة وتسمى فى هذه الحالة:

ب- صفة مُسندية Predicative adjective :

توجد الصفة فى مسند الجملة (أى تأتى بعد الفعل) فى الحالات التالية:

١- عندما نستعمل الصفة كتكملة complement لفعل غير مكتمل المعنى (لا يكتمل معناه إلا بتكملة)، أى فعل ناقص الإسناد verb of incomplete predication والتى يسميها البعض أفعال الوصل linking verbs مثل:

- فعل الكينونة "verb "to be :

e.g. He *is* **mad**.
They *were* **happy**.

- أفعال الحواس مثل: look, taste, smell, sound, feel

e.g. It *feels* **warm**. ملمسه دافئ
The flower *smells* **nice**. الزهرة رائحتها ذكية

- أفعال بمعنى "يصبح أو يصير" مثل: become, grow, get, turn, fall, etc.

e.g. He *grew* **fat** and **ugly**. أصبح سمينا وقبيحا

The milk *turned* **sour**. صار اللبن حامضا

- أفعال بمعنى "يبدو" مثل: seem, appear, look

The painting *seems* **genuine**. يبدو أن اللوحة أصلية

- أفعال تعنى الاستمرار مثل: keep, hold, remain, stay

e.g. He *kept* **healthy**. استمر محتفظا بصحته

He *remained* **faithful**. ظل مخلصا

- أفعال التفكير والاعتقاد، مثل: think, prove, deem, consider, believe

e.g. I *thought* him **faithful**. ظننته مخلصا

I *consider* her **pretty**. أعتبرها جميلة

- مع بعض الأفعال مثل make, like, keep كتكملة للمفعول به :objective complement

e.g. She *made* her dress **wide**. صنعت رداءها واسعًا

His wife *made* him **miserable**. جعلته زوجته تعيسًا

I *like* my coffee **black**.

She *keeps* her room **tidy**.

٢- عند استعمال الصفة كتمييز مع "How" أو مع رقم number :

e.g. *How* **long** was the box?

How **old** are you?

The box was *five inches* **long**.

I am *ten years* **old**.

★ ★ ٣- قبل شبه جملة تبدأ بحرف جر prepositional phrase :

e.g. He studied all night, **thirsty** *for knowledge*.

He was a prince among men, **brave** *in battle*, **wise** *in council*, and **kind** *to all*.

٤- عند استعمال الصفة مع ضمائر تبدأ بـ (no-, any-, some-,) توضع بعد الضمير:

e.g. Did you meet *anybody* **nice** lately?

No one **sane** can believe in palmistry. لا يوجد عاقل يعتقد فى قراءة الكف

Americans believe that for the marriage to be happy, the bride must wear *something* **borrowed**, *something* **new**, and *something* **blue**.

★ التوافق Agreement or concord بين الصفات والموصوف:

لا يختلف شكل الصفة النوعية سواء كان الموصوف مفردا أو جمعا، مؤنثا أو مذكرا، إنسانا أو حيوانا أو جمادا.

★ثانيا: المُحدِدات Determiners

نستعمل مُحددا واحدا فقط قبل الأسماء وقبل الصفات الحقيقية التى تصف الأسماء. ويمكن استعمال محددين إذا كان الثانى رقما.

★ ١- الأدوات The Articles

تأتى هذه الأدوات قبل الأسماء nouns ، وكذلك قبل أى صفات أو محددات أخرى تأتى قبل الاسم، وهى نوعان:

أ- أدوات نكرة Indefinite articles : وهى: a, an

ب- أداة المعرفة The definite article : وهى: the

أ- أدوات النكرة Indefinite articles ، وهما: a, an

تشير هذه الأدوات إلى شخص أو شئ غير محدد أى نكرة، ولابد أن يتبعها اسم مفرد يمكن عده single countable noun .

e.g. a book, an apple, a man, an egg

وإذا أردنا استعمال اسم جمع يمكن عده فيمكننا استعمال "some" إذا كان اهتمامنا بالكمية، أو لا نستعمل أداة إذا كان اهتمامنا عاما:

e.g. I bought some **eggs**.
Eggs are rich in protein. (البيض عموما)

an : نستعمل "an" قبل الأسماء المفردة القابلة للعد والتى يبدأ **نطقها** بحرف علة vowel حتى لو كانت تكتب وأولها حرف ساكن consonant :

e.g. an apple, an egg, an owl (vowels)
an hour, an heir, an honest man, an honour
(حرف"h" هنا غير منطوق)

a : نستعمل "a" قبل الأسماء التى يبدأ **نطقها** بحرف ساكن consonant حتى لو كانت تكتب وأولها حرف علة vowel :

e.g. a man, a boy, a hen (consonants)
a university, a European, a uniform
("u" و "eu" تنطق كحرف "y")

ملحوظة: إذا سبق الاسم صفة أو أحد المحددات الأخرى فإن أداة النكرة المستعملة تتوافق مع نطق أول حرف فى الكلمة التالية لها مباشرة:

e.g. a black owl, a small egg, a green apple
an honest man, an intelligent person, an important mission

★★ استعمال أدوات النكرة "a" و "an" فى الجملة:

١- بمعنى: " واحد "one":

e.g. He bought **a** (one) pencil and two pens.

٢- بمعنى: "أى "any": عند الكلام عن إنسان أو حيوان أو شئ بطريقة عامة أى كممثل للنوع:

e.g. **A** (any) monkey can be as intelligent as a boy of four.

٣- بمعنى: "لكل "per":

e.g. He saves twenty pounds **a** (per) month.

٤- قبل الأسماء الآتية: المهن، والحرف، وأتباع الأديان، والجنسيات:

e.g. He is **an** *engineer*. (profession)
He let **a** *carpenter* fix his broken table. (trade)
A *Moslem* can marry **a** *Christian* woman. (followers of religions)
I met **an** *American* and **a** *Burmese* at Ali's party. (nationalities)

٥- قبل بعض الأرقام مثل:

e.g. a pair, a couple, a dozen, a score, a hundred, a thousand, etc.
He lost **a** *couple* of pounds.

٦- فى بعض جمل التعجب Exclamatory والتى تبدأ بـ "what" :

e.g. *What* **a** lovely day!

٧- فى بعض التعبيرات الاصطلاحية Idioms مثل:

e.g. All of **a** sudden, once upon **a** time, to have **a** headache, take **an** interest in, etc.

٨- بعد "as" و "for" :

e.g. He was excellent *as* **a** husband.
She took her baby *for* **a** picnic.

٩- بعد "with" و "without" غالبا:

e.g. He came in *with* **a** friend.
He went to the party *without* **a** tie.

لا نستعمل أدوات النكرة فى الأحوال الآتية:

١- مع الأسماء التالية: أسماء المواد والأسماء العلم والأسماء الجمع والأسماء المجردة:

e.g. He put *sugar* and *milk* into his *coffee*. (materials)
I met *Ali* in *England*. (proper n.)
I bought *eggs* and *beans*. (plural n.)
A philosopher is a seeker after *truth*, *beauty* and *goodness*. (abstract n.)

٢- قبل "quite" و "such" ، ولكن يمكن استعمال "a" و "an" بعدهما للأسماء المفردة:

e.g. We had *quite* **a** good time.
He was **such an** honest man that it was hard to lie to.

٣- أحيانا قبل اسم مفرد يستعمل كتكملة للمفعول objective complement لفعل ناقص الإسناد:

e.g. They made him **a** *member* of their club.
He calls himself **a** *judge* of character.

ولكن لاحظ:

They made him *chairman*. (يوجد رئيس مجلس إدارة واحد فقط)
He turned *traitor*. (بعد "turn" بمعنى "صار")

★ب- أداة التعريف **Definite article**، وهى أداة واحدة فقط: **the**
ولا تتغير "the" بالجمع أو الإفراد، ولا بالتذكير أو التأنيث.

استعمال أداة التعريف فى الجملة:

١- للأشياء الوحيدة أو الفريدة من نوعها unique :

e.g. **the** sun, **the** moon, **the** universe, **the** Scripture, **the** Quran, **the** Lord, etc.

ولكن لاحظ استعمال God بدون أداة عندما نقصد به الله الواحد الأحد، وكذلك استعمال sun و moon بدون "the" عندما نتكلم عن شمس أو قمر آخر غير شمسنا وقمرنا.

٢- عندما يكون ما نتكلم عنه واضحا للجميع، أى معلوما أو معرفة:

e.g. **The** girl will succeed.

فكل الحاضرين يعرفون من هى الفتاة التى نتحدث عنها.

٣- عندما نعيد ذكر اسم سبق ذكره بحيث أصبح معلوما الآن:

e.g. I found **a** *bag*, but when I opened it I found some packets of heroin, so I dropped **the** *bag* at once.

٤- قبل اسم تم تحديده أو تعريفه بصفة adjective أو بعبارة وصفية adjective clause أو بشبه جملة وصفية adjective phrase (وخاصة تلك التى بها "of"):

e.g. Ali lives in **the** *tall* building. (adjective)
That is **the** man *who won the prize*. (adjective clause)
Watch **the** man *in the green sweater*. (adjective phrase)
The University *of Cairo*, **the** King *of Sweden*, **the** Prince *of Wales*, **the** bottle *of poison*, etc.

٥- قبل الأسماء التالية:

الأنهار: the Nile, the Mississippi, the Amazon
سلاسل الجبال (ليس الجبال المفردة): the Himalayas, the Alps
البحار والمحيطات: the Mediterranean, the Indian ocean, the Pacific
الفنادق: the Hilton, the Ritz, the Hayat
المتاحف: the Egyptian museum, the Coptic museum
المسارح: the Azbakkia theatre, the Opera house
المؤسسات المشهورة: the American Embassy, the National bank

٦- قبل صيغ التفضيل المطلق superlative للصفات:

e.g. **The** *greatest* scientist of the twentieth century was Einstein.

٧- قبل صيغ المقارنة comparative للصفات فى بعض الأحيان:

e.g. **The** *sooner* **the** *better*, He was **the** *taller* of the two.

٨- قبل الأسماء المفردة بغرض التعميم generalisation :

e.g. This is **the** age of the computer.
The atom is the basic unit of the universe.

لا نستعمل أداة التعريف "the" فى الأحوال التالية:

١- أسماء الأشخاص: Ali, George, Nadia, Samy

ولكن لاحظ: the Blacks بمعنى عائلة بلاك.

٢- أسماء الدول countries والمدن cities and towns والقرى villages :

e.g. Egypt, Yemen, Canada, Portugal, Austria
Cairo, Tanta, Paris, El-Arish
Defra, Meet-Abou-el-Kom

ولكن لاحظ استعمال the مع أسماء البلاد المركبة، أو الجمع:

e.g. The United Kingdom, The Arab Republic of Egypt (مركبة)
The Netherlands, the Philippines, the Sudan (جمع)

لاحظ أيضا الاستعمال التالى:

The Cairo of today. the Germany of Hitler

فنحن لا نقصد القاهرة كمدينة أو ألمانيا كدولة، ولكننا نقصدهما كحياة وحضارة وثقافة. (بالإضافة إلى أنهما معرفتان بشبه جملة وصفية بها "of")

٣- أسماء البحيرات والجبال المنفردة:

e.g. Lake Nasser, lake Victoria, lake Superior
Everest, Moukattam, Mont Blanc

٤- أسماء الشوارع streets والحدائق parks والكبارى bridges والميادين عموما:

e.g. Gomhouria street, Orman gardens, 6th October bridge, Tahrir square

٥- المبانى المشهورة غير الفنادق والمتاحف والمسارح والمؤسسات:

e.g. Buckingham palace, Ramses station, Cairo airport

٦- قبل الألقاب التى يتبعها اسم صاحبها:

e.g. President Moubarak, King Fahd, Lord Byron

٧- قبل الأسماء المجردة abstract والأسماء الجمع plural وأسماء المواد materials وأسماء الوجبات وأسماء اللغات languages وأسماء الأديان religions ، إذا كان الكلام عنها بصفة عامة general ، ونستعمل the إذا كان الكلام عنها بصفة محددة specific :

e.g. ***Abstract***: Honesty is the best policy. (عام)
The honesty of the judge was in question. (محدد)
Plural: Mangoes are delicious. (عام)
The mangoes you sent me were delicious. (محدد)
Materials: Meat is rich in protein. (عام)
The meat you cooked yesterday was fatty. (محدد)
Meals: Lunch is my favourite meal. (عام)
The lunch we had yesterday was excellent. (محدد)
Languages: French is spoken in parts of Canada. (عام)
The French he speaks is difficult to understand. (محدد)
Religions: Islam is a major monotheistic توحيدى religion. (عام)

The Islam of the terrorists bears no relation to true Islam. (محدد)

٨- هناك بعض الأماكن لا يذكر قبلها أداة التعريف the إذا كان الغرض من زيارتها أو ذكرها يحقق الهدف الذى أنشأت من أجله، ونستعمل the إذا كان الذهاب أو ذكر هذه الأماكن لغرض آخر:

school, hospital, work, church, home, college, university, class, court, market, town, bed, sea, etc.

e.g. He went to prison. (ليسجن)

He went to **the** prison to visit his friend. (غرض آخر غير السجن)

She goes to school every day. (للدراسة)

She goes to **the** school to sell cookies. (غرض آخر غير الدراسة)

I went to bed. (للنوم)

I went to **the** bed and searched for the money. (غرض آخر)

Exercises

★IX. Write "a" or "an" or nothing to complete the sentences:

1. I'd like ..... lemonade, please.
2. I like ..... coffee and ..... tea.
3. Are you drinking ..... cocoa?
4. They bought ..... big car.
5. I drank ..... glass of ..... water.
6. Window panes are made of ..... glass.
7. We shared ..... orange.
8. He was ..... old man.
9. They have ..... lot of money.
10. I work at this hospital; I'm ..... doctor.

★★X. Write "a " or "an" or "the" or nothing to complete these sentence:

1. We live in ..... Cairo.
2. ..... Moon moves round ..... Earth.
3. I want half ..... dozen only.
4. We went to ..... London and saw ..... queen.
5. He gave me ..... lighter and some cigarettes. ..... cigarettes were wet.
6. Did you send me ..... letter when you were in ..... United Kingdom?
7. Have you met Helmy? He's ..... friend of mine.
8. Have you ever been to ..... England or ..... United states?
9. He plays ..... piano and ..... violin.
10. I ate ..... apple; ..... apple was delicious.

★★XI. Write "a" or "an" or "the" or "some" or no article to complete these sentences:

1. She is ..... good tennis-player. She handles ..... ball perfectly.
2. He went to ..... bed and slept ..... hours.
3. There is someone knocking at ..... window.
4. Do you like ..... coffee? Personally, I like ..... tea.

5. Would you like ..... cup of coffee?
6. ..... coffee I bought yesterday wasn't fresh.
7. Sugar is almost two pounds ..... kilo at this moment.
8. He goes to ..... work every day although he hates ..... work he is doing.
9. It 's ..... fast car. It's top speed is 160 kilometres .... hour.
10. After building ..... High Dam, ... lake Nasser was formed.
11. My lawyer asked me to meet him at ..... court.
12. He went to ..... church to pray but found ..... church closed.
13. I usually enjoy ...... breakfast, but ...... breakfast I had yesterday was absolutely marvellous.
14. For this job you need ..... experience on ..... computers particularly ..... I.B.M. computers.
15. Sir Francis Darke was ..... first Englishman to complete ..... circumnavigating ..... world in ..... person.
16. ..... postman's little boy says that he 'd rather be ..... dentist than ..... doctor because ..... dentists don't get called out at ..... night.
17. Sir Alexander Fleming, ... man who discovered ..... penicillin, was ..... very shy man.
18. There was ..... collision between ..... car and ..... bicycle at ..... cross-roads near ..... hospital, which was fortunate as ..... injured cyclist was rushed to ...... hospital at once.
19. He was stabbed in ..... back by ..... unknown thief who escaped after committing his crime.
20. My uncle lives on ..... second floor of ..... old house near ..... Nile.
21. I'll pay you ..... thousand ..... mouth. After all, you've only graduated three year ago.
22. ..... day after ..... day passed without news, and he began to lose ..... hope of ever finding his child again.
23. He claimed that it was ..... honest mistake and that he intended to deliver ..... money to ..... bank but was delayed due to his mother's sudden illness.
24. He played on ..... piano for ..... hour.
25. "Don't be ..... fool." She cried.

★★XII. Put "a" or "an" before each word or phrase:

1. hotel 2. university 3. ink-bottle 4. brown egg 5. historian 6. honest man 7. ewe 8. European 9. owl 10. heir 11. hostage 12. hen 13. uniform 14. prince 15. apricot

٢- صفات (مُحدِّدات) الكمية Adjectives of Quantity

هناك نوعان رئيسيان من صفات أو محددات الكمية، هما:

أ- مُحدِّدة Definite (الأرقام Numbers) وهى التى تحدد الكمية بالأرقام، وهذه يوجد منها أربعة أنواع فرعية:

١- الأرقام الرئيسية Cardinal Numbers
٢- الأرقام الترتيبية Ordinal Numbers
٣- الكسور Fractions
٤- الأرقام الخاصة Special Numbers

ب- غير محددة Indefinite وهى التى تعطى كمية تقريبية.

★ ١- الأرقام الرئيسية Cardinal Numbers

هذه هى الأرقام المعروفة:

one, two, three, four, five, six, seven, eight, nine, ten, etc.
a (one) hundred, a (one) thousand, a (one) million, etc.

وتستعمل هذه الأرقام كمحددات عندما تأتى قبل اسم:

e.g. **Five** *persons* died in the recent floods.
I bought it for **fourteen** *pounds*.

ويلاحظ أن هذه الأرقام تسبق أسماء تعد countable nouns .

★ ★ ٢- الأرقام الترتيبية Ordinal Numbers

تستعمل هذه الأرقام فى الترتيب، مثل: الأول، الثانى، العاشر، الخ

First (1st)	second (2nd)	third (3rd)
fourth (4th)	fifth (5th)	sixth (6th)
seventh (7th)	eighth (8th)	ninth (9th)
tenth (10th)	eleventh (11th)	twelfth (12th)
twentieth (20th)	twenty-first (21st)	twenty-second (22nd)

etc.

وفيما عدا الأرقام الثلاثة الأولى ، والأرقام الأكبر التى ترد فيها، يتكون الرقم الترتيبى من الرقم الرئيسى بإضافة "th-" وتعديل بسيط فى الحروف لتسهيل النطق.

★ ★ ★ وتقوم الأرقام الترتيبية بالوظائف التالية:

١- محدد أو صفة (يأتى بعده اسم):

e.g. I was the **first** *guest* to arrive.

٢- ضمير (يحل محل الاسم):

e.g. I was the **first** to arrive.

٣- ظرف زمان adverb of time :

e.g. "Who won the race?"
"John came **first**, and I came **second**."

٤- ظرف ربط linking adverb عندما نريد تقديم قائمة من النقاط أو تسلسل للأحداث.
ويفضل فى هذه الحالة استعمال الأرقام الترتيبية ومعها "ly" :

e.g. "Why did he fail?"
"**First**(ly), he didn't attend classes. **Second**(ly), he didn't study at home. **Third**(ly), he got addicted to heroin, and last(ly) he fell ill."

لاحظ طريقة كتابة وقراءة الأرقام الترتيبية التالية (بعضها بالأرقام اللاتينية):

e.g.

Written يُكتب	**Read يُقرأ**
Elizabeth II	Elizabeth the Second
World War I	the First World War
Henry VIII	Henry the Eighth
6th October	the sixth of October
23 September	the twenty-third of September

★٣- الكسور Fractions

هذه أجزاء من كل، وهناك نوعان من الكسور:

أ- الكسر الاعتيادى **Ordinary fractions**، مثل نصف half، ربع quarter، الخ:

Written يكتب	**Read يقرأ**
1/2	one (a) half
1/3	one (a) third
3/4	three fourths or three quarters
2/5	two fifths
2 1/2	two and a half

نلاحظ أنه فيما عدا half و quarter نستعمل الأرقام الرئيسية فى قراءة البسط the nominator، والأرقام الترتيبية فى قراءة المقام the denominator.

ب- الكسر العشرى **Decimal fractions**، مثل 0.4 , 1.5، الخ:

Written يكتب	**Read يقرأ**
0.75	naught (Oh) point seven five
2.16	two point one six
1.002	one point Oh Oh two

ويمكن أن يكون الاسم التالى للكسر مما يُعد أو مما لا يعد:

e.g. I bought **half** *a pound* of tomatoes. (count., sing.)
Three quarters of *the children* are absent today. (count., plur.)
He drank almost **half** *the milk*. (uncount.)
He took 0.65 c.c. intramuscularly. أخذ ٠,٦٥ سم٣ فى العضل.

وتعتبر النسبة المئوية percentage إحدى أنواع الكسور ويعتبر المقام ١٠٠:

e.g. He controls 51% of the shares of the company.

★ ★ ٤- الأرقام الخاصة **Special Numbers**

هذه كلمات تعنى أرقاما مثل:

a pair, a couple زوج أو اثنين
a dozen دستة، درزنة، اثنى عشر
a score عشرون

e.g. He bought a **couple** of neck-ties, a **dozen** shirts and a **score** of handkerchiefs. اشترى ربطتى عنق و دستة قمصان و عشرون منديلا.
Three **scores** and ten years ago...... منذ سبعون عاما

ملحوظة: الكلمات التالية ظروف adverbs وليست صفات:

1- firstly, secondly, thirdly, etc.
2- once, twice, thrice (three times), etc.

★ب- صفات الكمية غير المحددة **Indefinite adjectives of Quantity** :

تستعمل هذه الصفات أو المحددات لتعطى فكرة تقريبية عن الكمية، ويمكن تقسيمها إلى:

١- صفات تستعمل مع الأسماء الممكن عدها countable nouns، وهى:

(a)few, many, several

e.g., She ate **a few** cakes.
Many bottles were broken when the box fell.
Several small children were injured in the accident.

٢- صفات تستعمل مع الأسماء غير الممكن عدها uncountable nouns، وهى:

a little, much

e.g. He drank **a little** milk.
She has **much** confidence in herself.

٣- صفات تستعمل مع كلا النوعين من الأسماء، وهى:

some, any, a lot of, lots of, enough, all

e.g. He ate **some** apples. (count. n.)
He lost **some** money. (uncount. n.)
Do you want **any** books? (count. n.)
I didn't buy **any** sugar. (uncount. n.)
He has **a lot (lots) of** friends. (count. n.)
He has **a lot (lots) of** money. (uncount. n.)
She has **enough** cups for everyone. (count. n.)
She has **enough** flour for the cake. (uncount. n.)
He ate **all** the cakes. (count. n.)
He drank **all** the milk. (uncoun. n.)

ملاحظات:

١- نستعمل "some" عادة فى جمل الإثبات Affirmative sentences ، أو فى الطلب أو عرض خدمة بأسلوب الاستفهام interrogative عندما نتوقع اجابة بالقبول:

e.g. He had **some** tea. (affirmative)
Would you like **some** tea? (offering)

٢- نستعمل "any" عادة فى جمل الاستفهام interrogative وفى جمل النفى negative، وقد نستعملها فى الإثبات لبيان عدم الأهمية:

e.g. 1- Do you need **any** money? (interr.) هل تحتاج إلى أى نقود؟
No. I don't need **any**. (neg.) (notice that "any" here is a pronoun)
Yes. I need **some** change. (affirm.) نعم احتاج إلى بعض الفكة.
2- What kind of soap would you like?
Any kind will do. (not important)

Excercises

★XIII. Add "some" or "any" as required:

1. Please give me ...... rice. I'm sorry but there isn't ......
2. I want ..... new tomatoes; have you ..... ?
3. You can't have .... more dates because I want ...... for myself.
4. There is ..... tea on the tray, but there isn't .... milk.
5. Put ..... bread on the table: we shall need ..... more.
6. Don't make ..... noise. He wants to get ..... sleep.
7. What brand of chocolate do you want to buy. I don't care, buy ......
8. Can I get you ..... tea? Yes, please do.
9. I think there aren't ..... sweets left. Please give ..... chocolate to the children.
10. I'm not going to use .... of these nails because they are bent, but I'll use the ones that are straight.

★XIV. Use the correct adjectives from those written between brackets:

1. He bought (many - much) pencils.
2. She lost (a few - a little) weight.
3. He me (a few - a little) of his friends at the club.
4. He drank (a few - a little) tea.
5. He drank (a few - a little) cup of tea.
6. Have you (many - much) money?
7. How (many - much) dollars have you?
8. How (many - much) did you pay?
9. Please, give me (a few - a little) of your time.
10. Please, give me (a few - a little) moments to explain.

Demonstrative Adjectives ★٣- صفات (مُحددات) الإشارة

نستعمل هذه المحددات للإشارة إلى الأشياء بمعنى: هذا أو هؤلاء، الخ، وهى:

this, that, these, those, such

	Singular مفرد	Plural جمع
Near للقريب	**this هذا**	**these هؤلاء**
Far للبعيد	**that ذاك**	**those أولئك**

أما "**such**" بمعنى "مثل هذا، مثل هؤلاء، الخ" فتستعمل للمفرد أو الجمع، البعيد أو القريب.

e.g. **This** book is interesting. (singular, near)
That book was stolen. (singular, far)
These boys are our friends. (plural, near)
Those criminals were sent to prison. (plural, far)
Such a life is fit only for dogs.
Such stories should not be told to children.

لاحظ:

١- استعمال أداة النكرة قبل الاسم المفرد التالى لـ "such".

٢- مثل جميع الصفات لابد أن يتبع صفات الإشارة اسم، ويمكن أن يفصلها عن الاسم صفات أخرى، ونفس هذه الكلمات تستعمل كضمائر عندما تحل محل اسم:

e.g. **That** old *man* is my father. (dem. adjective)
And who is **that**? Your mother? (dem. pronoun)

Exercises

★XV. Put a demonstrative adjective in each of the blank spaces:

1. Have you read ..... book which I'm reading?
2. ..... group of stars is called the Big Bear.
3. Do you like ..... shirt I'm wearing.
4. ..... poems are a lot easier than ..... poems we had last year.
5. ..... girl whom we met yesterday is my niece.
6. ..... boys at the back usually talk more than ..... boys just in front of us.
7. ..... apples that I'm holding in ..... bag were bought from ..... shop near the corner.
8. Which bicycle do you prefer, ... one or ..... one that is hanging back there?
9. An average student can do ..... exercises in no time at all.
10. Smell ..... perfume! Well, what do you think?

★XVI. Make the following phrases singular:

1. These girls.
2. Those boys.
3. These big sheep.
4. These beautiful flowers.
5. Those stupid children.

★XVII. Make the following phrases plural:

1. This fine old man.

2. This dirty dish.
3. That black ox.
4. That brave army.
5. This young thief.

★ ٤- صفات (محددات) الاستفهام Interrogative Adjectives

توضع هذه الصفات قبل أسماء فى مقدمة الجملة لعمل سؤال (جملة استفهامية):

وهذه الصفات هى: whose, what, which

whose لمن هذا: تستعمل للسؤال عن الملكية أو التبعية:

e.g. **Whose** child is that?
Whose wallet did you steal?

what ما، أى: تستعمل للسؤال عن الأشياء (للاختيار بين عدد كبير):

e.g. **What** books do you prefer?
What newspaper published the story?

which أى: تستعمل للسؤال عن الأشياء (للاختيار بين اثنين أو عدد محدود):

e.g. **Which** parent came to visit the child?
Which ear hurts you? **Which** subject do you prefer?

Exercises

★XVIII. Complete using suitable interrogative adjectives:

1. .... pen is that? yours or mine?
2. .... channel is the film on?
3. .... eye hurts you?
4. .... colour do you prefer? blue or red?
5. .... help can i offer you?
6. .... car is the green Fiat?
7. .... subject do you prefer we talk about?
8. .... boy is this child?
9. .... car do you prefer? the green Fiat or the red Honda?
10. .... fingers do you use to play the violin?

★ ٥- صفات (مُحددات) التوزيع Distributive Adjectives

هذه صفات أو محددات توضع قبل الأسماء لبيان توزيع صفة أو شئ معين على هذه الأسماء، مثل:

all, each, every, both, either, neither, most, half, etc.

all كل: أى أن التوزيع تم على الكل، وتستعمل كصفة توزيع مع الجمع فقط (أما كصفة كمية فتستعمل مع الجمع والمفرد والأسماء التى لا تعد):

e.g. He gave the books to **all** the students. (dist. adj.)

each كل واحد: أى كل واحد على حدة. وتستعمل مع اسم مفرد فقط (لعدد محدود):

e.g. **Each** child was given a toy on Christmas. (few children)
Each paper was studied carefully before he signed it. (few papers)

every كل واحد: مثل "each" ولكن لعدد كبير:

e.g. **Every** person is to be given a present. (many persons)

both كلا: أى الاثنين، وتستعمل مع اسم جمع:

e.g. We love **both** our parents.

either أحد ...: أى هذا أو ذاك وليس الاثنين معا، وتستعمل مع اسم مفرد:

e.g. Bring **either** parent with you tomorrow. أحضر أحد والديك معك غدا.

neither أى الـ: أى لا هذا ولا ذاك، ويستعمل مع اسم مفرد:

e.g. **Neither** pencil was sharp enough. لم يكن أى القلمين مبريا جيدا.

most أغلب: أى أكثر من نصف عددهم، وتستعمل مع اسم جمع:

e.g. **Most** books are useful.

half نصف: أى ٥٠% من الناس أو الأشياء، وتستعمل مع اسم جمع أو مفرد:

e.g. The exam disappointed **half** the students.

★ ★ لاحظ:

١- عند استعمال "of" مع each, either, neither يمكن استخدام اسم جمع أو ضمير شخصى جمع، ولكن الفعل يظل مفردا:

e.g. **Neither** of the *men* was present.
Either of *them* will be punished.
Each of the *animals* was fed.

٢- both .... and, either .... or, neither .... nor هذه حروف عطف مركبة.

Exercises

★XIX. Use the correct adjective from those written between brackets:

1. (All - Each - Both) boy was give a present.
2. (Neither - Both) girl could dance.
3. (All - each - every) girls could dance.
4. You can use (either - both - no) car, but leave one for me.
5. You can use (either - both) foot to kick the ball.

★ ٦- صفات (مُحددات) الملكية Possessive Adjectives

تأتى هذه الصفات قبل الاسم لتحديد ملكيته أو انتماؤه، وهذه الصفات هى:

my, thy, your, his, her, its, our, their

المالك owner	صفة الملكية poss. adj.	مثال example
I	my	I returned home to bring **my** books.
thou (مفرد قديم)	thy	Thou shalt repent **thy** sins.
you (مفرد)	your	He must give you **your** money.
he	his	He broke **his** leg.
she	her	Mona visited **her** friend.
it	its	The cat ate **its** food.
we	our	Can we have **our** books back?
you (جمع)	your	"Children, watch **your** steps!"
they	their	**Their** car was stolen.

ملاحظات:

١- تختلف صفة الملكية حسب المالك possessor من ناحية الجنس (مذكر أم مؤنث)، والعدد (مفرد أم جمع)، والشخص (متكلم speaker، مخاطب spoken to أو غائب spoken about).

٢- لا تتغير صفة الملكية بالاسم الذى يتبعها أى بالشيء المملوك أو الموصوف:

e.g. I love **my** *son* (*daughter, sons, daughters, etc.*).

★★★ ٣- "thy" بمعنى "your" تستخدم للمفرد المخاطب فى الإنجليزية القديمة. ولا يستعملها حاليا إلا جماعة دينية مسيحية تدعى جماعة الأصدقاء (الكواكرز أى المرتجفون) Society of Friends (Quakers).

★★ ٤- "own" بمعنى "ملكه فقط" تعتبر صفة ملكية وتستعمل بعد صفات الملكية الأخرى للتأكيد:

e.g. I have **my own** car. أى سيارتى الخاصة لا يشاركنى فيها أحد
He is **his own** master. أى هو سيد نفسه، فليس عليه رئيس
They brought **their own** food. أى أتوا بطعامهم الخاص

★★ ٥- فى بعض التعبيرات أو الاصطلاحات idioms نستعمل "the" بدلا من صفة الملكية:

e.g. He was attacked from **the** back. (not his back) هوجم من الخلف
He took her by **the** hand. أخذ بيدها (أى ساعدها)

Exercises

★★XX. Complete using the possessive adjective:

e.g. (Ali's book) this is his book.

1. (Mona's room) This is ....
2. (room belonging to us) I entered ....

3. (pen belonging to you) He broke ....
4. (coat belonging to me) She took ....
5. (the children's toys) I gave them ....

★★ ٧- الأسماء فى حالة الملكية كمُحددات Possessive case

يوجد الاسم فى حالة الملكية Possessive case عندما يضاف للاسم ('s) للمفرد و(') للاسم الجمع (راجع فصل الأسماء). ويقوم الاسم فى حالة الملكية بعمل صفة أو محدد لأنه يضيف معلومات إلى الاسم الذى يتبعه

e.g. The girl's teacher, the ship's bell, the boys' toys, etc.

★★ استعمال أكثر من صفة:

يمكن استعمال أكثر من صفة فى الجملة، ولكن لاحظ أن أقصى عدد للصفات النوعية يمكن قبوله قبل أن تصبح الجملة ركيكة هو ثلاثة أو أربعة.

ويلاحظ الآتى:

١- إذا كانت الصفات النوعية قبل الاسم attributive adjective : فعادة لانفصل بين الصفات بفاصلة (,) comma ولا نستعمل "and" بين آخر صفتين إلا لو كانا من الألوان أو من نفس النوعية:

e.g. **The good kind old** man found a job for the poor boy.
She wore **a lovely blue and white** dress.
He bought **some new square and round** tables for his restaurant.

٢- إذا استعملت الصفات النوعية بعد الفعل كتكملة complement : نفصل عادة بين الصفات بفاصلة (,) ونضع "and" بين آخر صفتين:

e.g. He was **good, brave** *and* **wise**.
She made her husband **happy** *and* **rich**.

٣- يلاحظ ترتيب الصفات حسب الترتيب التالى:

أ- المحددات determiners (ماعدا الاسم فى حالة الملكية) أولا ثم الصفات النوعية adjectives of quality.

ب- بالنسبة للمحددات: يستعمل واحد منها فقط، أو واحد منها وبعده الأرقام.

جـ- بالنسبة لصفات النوعية، نستخدم الترتيب التالى: الصفات العامة التى تعبر عن الرأى، ثم تلك التى تعبر عن: الحجم، الشكل، العمر، اللون، النمط، المادة، الوظيفة، الجنسية، المُعرفة، الاسم فى حالة الملكية، ثم الاسم الوصفى adjectival noun.

e.g. I bought **a**① **fine**② **old**③ **Spanish**④ shawl.
She met **the**① **tall**② **Indian**③ **medical**④ student.
My① **old**② **blue**③**woollen**④sweater was lost during the holidays.

He borrowed **four①green②plastic③garden④**chairs.
They bought **five①big②stainless-steel③worker's④**helmets.
This①nice②round③yellow④kitchen⑤table is on sale.

أنظر الجدول التالى:

Adjective	Example
DETERMINERS:	a, the, this, many, etc.
ADJ. of QUALITY	
General (feeling)	nice, beautiful, good, bad, exciting
size	large, small, gigantic, minute
shape	square, round, boxy, regular
age	old, young, new, ancient
colour	blue, black, yellow, red
pattern	striped, checked, flowered, zigzag
material	woollen, silken, metal, copper
nationality	Egyptian, Italian, French, English
noun in poss. case	*father's, girl's, friend's*
defining	medical, gardening, working
Adjectival Noun	kitchen, wall, church, match

Exercises

★★XXI. put the adjectives between the brackets in their correct sequence in the sentence:

1. They sent him plates. (blue and white - china - expensive - some)
2 . We bought vases. (Venetian - some - old - lovely)
3. In Ramses square there is a statue of Ramses II. (Granite - ancient - enormous)
4. Have you driven his car? (new - sports - Japanese)
5. The thief stole rings. (small - two - diamond - ear)
6. She wore a T-shirt. (silk - red and white - beautiful)
7. They gave him a watch. (digital - gold - new)
8. She met a man. (tall - nice - English)
9. He lost his mat. (old - dirty - car - blue)
10. His brother married a woman. (Syrian - young - comely)

صدر للمؤلف

Tales from Everywhere سلسلة حكايات من كل مكان

حكايات عالمية بلغة إنجليزية مبسطة مع ترجمة عربية لها

1. Ali Baba and the Forty Thieves	١- على بابا والأربعين حرامى
2. Jack and the Beanstalk	٢- جاك والغول
3. Puss in Boots	٣- القط يرتدى الحذاء
4. Abdullah the Merman and Abdullah the Landman	٤- عبد الله البرى وعبد الله البحرى
5. Theseus and the Minotaur	٥- المصارع والوحش
6. Three Golden Hairs	٦- الثلاث شعرات الذهبية
7. Perseus and the Medusa	٧- برسيوس والمرأة الأفعى
8. Aladdin and the Magic Lamp	٨- علاء الدين والمصباح السحرى
9. Prince Wicked	٩- الأمير الشرير
10. Ivan the Ninny	١٠- إيفان الأبله
11. The Ungrateful Dwarf	١١- القزم الجاحد
12. Abusir and Abukir	١٢- أبو صير وأبو قير
13. Hansel and Gretel	١٣- الكوخ العجيب
14. Fearless John	١٤- قلعة الرعب
15. The Water of Life	١٥- ماء الحياة
16. Snow White	١٦- الأميرة والأقزام السبعة
17. Sindbad Rides a Whale	١٧- السندباد يمتطى الحوت
18. Cinderella	١٨- سندريلا
19. Sindbad in the Valley of Snakes	١٩- السندباد فى وادى الأفاعى
20. The Black Knight of Arabia	٢٠- فارس بنى عبس
21. Beauty and the Beast	٢١- الجميلة والوحش
22. Sleeping Beauty	٢٢- الأميرة النائمة
23. Sindbad in the Islands of Terror	٢٣- السندباد فى جزر الرعب
24. Sindbad Is Buried Alive	٢٤- السندباد يُدفن حيا
25. Tom Thumb	٢٥- عقلة الإصبع
26. The Brave Tailor	٢٦- الخياط الشجاع
27. The Magic Stick	٢٧- العصا المسحورة
28. Sindbad and the Old Man of the Sea	٢٨- السندباد وشيخ البحر
29. Sindbad in the River of darkness	٢٩- السندباد فى نهر الظلمات
30. The Golden Horse	٣٠- الحصان الذهبى
31. The Enchanted Horse	٣١- الحصان المسحور
32. The Seventh Voyage of Sindbad	٣٢- رحلة السندباد السابعة
33. Prince Charming	٣٣- الأمير الشجاع
34. The Donkey Cabbage	٣٤- الكرنب العجيب
35. The Hare Herd	٣٥- راعى الأرانب
36. The Goose-Girl	٣٦- راعية الإوز
37. Ghost Soup	٣٧- حساء الأشباح
38. The Adventurous Princess	٣٨- الأميرة المغامرة
39. Long Nose	٣٩- طويل الأنف
40. Kamar Al-Zaman and Princess Bedour	٤٠- قمر الزمان والأميرة بدور

الفصل الرابع

★الضمائر PRONOUNS

هذه هى الكلمات التى تستخدم بدلا من الأسماء nouns وتحل محلها.

وكلمة "pronoun" تتكون من مقطعين: "pro" بمعنى "for" ، و"noun" بمعنى "اسم"، أى القائم بعمل الاسم أو وكيل الاسم. ونستخدم الضمائر pronouns لــ:

١- تجنب تكرار الاسم:

لاحظ ركاكة هذه الجملة:

Ali drove to **Ali's** work in **Ali's** car. but **Ali** met with an accident and hurt **Ali**.

ثم لاحظ تحسن الجملة باستعمال الضمائر:

Ali drove to **his** work in **his** car. but **he** met with an accident and hurt **himself**.

٢- الإشارة إلى الأشخاص أو الأشياء بدون التصريح بالاسم:

e.g. **He** loved **himself**.
Both are **his**.

ويلاحظ أن الضمائر pronouns لا يأتى بعدها اسم لأنها تحل محله، أما المحددات (الصفات) determinatives (adj.) فلابد أن يأتى بعدها اسم، لاحظ الفرق:

Pronouns	Determinatives (Adj.)
1. **This** is my book.	**This** *book* is mine.
2. **Both** are foolish.	**Both** *men* are foolish.
3. **Which** is the English book?	**Which** *book* is the English book?
4. **Some** like it hot.	**Some** *people* like it hot.
5. **Mine** is a green pen.	**My** *pen* is green.

★★ أنواع الضمائر Kinds of Pronouns :

١- الضمائر الشخصية Personal Pronouns : وهى نوعان:

أ- الضمائر الشخصية الفاعلة Subject: وهى:

I, you, he, she, it, we, they

ب- الضمائر الشخصية المفعول بها Object: وهى:

Me, you, him, her, it, us, them

٢- ضمائر الملكية Possessive Pronouns : وهى:

mine, yours, his, hers, its, ours, theirs

٣- الضمائر المنعكسة والتوكيدية Reflexive and Emphasising Pronouns:

وهى:

myself, yourself, himself, herself, itself, ourselves, yourselves, themselves

٤- ضمائر الإشارة Demonstrative Pronouns : وهى نفس صفات الإشارة (إلا إنه لا يأتى بعدها اسم).

٥- ضمائر التوزيع والضمائر غير المحددة Distributive and Indefinite pronouns: وهى نفس صفات التوزيع والكمية غير المحددة (ولكن لا يأتى بعدها اسم).

٦- ضمائر الاستفهام Interrogative Pronouns : وهى نفس صفات الاستفهام what, which, whose بالإضافة إلى: who, whom .

٧- ضمائر الوصل أو ضمائر النسبة Relative Pronouns : وهى:

who, whom, whose, which, that, (what)

ويلاحظ أن هذه الضمائر الأخيرة تقوم بعمل ضمير وحرف عطف فى نفس الوقت.

★ ١- الضمائر الشخصية Personal Pronouns

تحل هذه الضمائر محل الاسم عندما يكون فاعلا subject، أو مفعولا به object.

وتختلف هذه الضمائر حسب: جنس gender ، وعدد number ، وشخص person الاسم الذى تحل محله، وكذلك إعرابها أى كونها تقع فاعلا أو مفعولا به:

١- الجنس Gender: أى مذكر masculine أو مؤنث feminine : نجد أن:

he, him تستعمل للمذكر، و she, her تستخدم للمؤنث ، والباقى يستخدم للمذكر أو المؤنث.

٢- العدد Number : أى مفرد singular ، أو جمع plural ، فنجد أن:

I, me, thou, thee, he, him, she, her, it تستخدم للمفرد

و we, us, they, them تستخدم للجمع

أما you فتستخدم للجمع والمفرد

٣- الشخص Person : ونعنى به من يدور حوله الحديث، فهناك ثلاثة أشخاص:

الشخص الأول *1st person* : وهو المتكلم Speaker : فنستعمل: I, me, we, us

الشخص الثانى *2nd person* : وهو المُخاطب Spoken to : فنستعمل:

thou, thee, you, you

الشخص الثالث *3rd person* : وهو الغائب Spoken about : فنستعمل:

He, him, she, her, it, it, they, them

وفى الجدول التالى سوف نضع الضمائر الشخصية بنوعيها، وضمائر الملكية، والضمائر المنعكسة، وكذلك صفات الملكية للمقارنة:

Person	P. Pro. Subject	P. Pro. Object	Poss. Pro.	Poss. Adj.	Reflexive Pronouns
1st person:					
singular	I	me	mine	my -	myself
plural	we	us	ours	our -	ourselves
2nd person:					
sing. (old)	*thou*	*thee*	*thine*	*thy* -	*thyself*
sing. & plural	you	you	yours	your -	yourself yourselves
3rd person:					
sing., masc.	he	him	his	his -	himself
sing., fem.	she	her	hers	her -	herself
sing. (inanimate or animal)	it	it	its	its -	itself
plural (for all)	they	them	theirs	their -	themselves

أ- الضمائر الشخصية الفاعلة Personal Pronouns as Subjects :

تأتى هذه الضمائر بدل الاسم ويكون مكانها مكان الفاعل، أى قبل الفعل فى الجملة الخبرية statement ، وبعد الفعل المساعد فى الجملة الاستفهامية Interrogative:

I (أنا): للمتكلم المفرد، وتكون دائما بالحرف الكبير Capital مهما كان مكانها فى الجملة، أما باقى الضمائر فلا تبدأ بالحرف الكبير إلا إذا كانت فى أول الجملة:

e.g. **I** smoke my own cigars, if you don't mind.
Yes, **I** know it's a bad habit, but **I** can't break it.

We (نحن): للمتكلم الجمع:

e.g. **We** like music, although **we** don't play the piano.

★★**Thou** (أنت): للمخاطب المفرد (قديم ولا يوجد إلا فى الأشعار والكتابات القديمة، ويستعملها حاليا جماعة الكواكرز (Quakers):

e.g. **Thou** art in disgrace.

★**You** (أنت، أنتم): للمخاطب المفرد أو الجمع، ويستعمل معها فعل جمع دائما:

e.g. **You** must feel lonely living here all by yourself. (مفرد)
You are a bunch of thieves. (جمع)

He (هو): نلاحظ أن he و she و it (الغائب أو الشخص الثالث المفرد) يستعمل معهم فعل مفرد، وفى المضارع البسيط present simple يضاف (s) للفعل:

e.g. **He** mean*s* well.

She (هى):

e.g. **She** *is* a good girl who knows her duty.

It (هو أو هى) للجماد أو الحيوان:

e.g. **It** never bites. **It** is a well behaved kitten.

They (هم): جمع للغائب سواء كانوا إناثا أم ذكورا، عاقلين أم غير عاقلين:

e.g. **They** are good. (boys, girls, dogs, chairs)

★★ ملاحظات:

١- استعمالات خاصة لـ "It" :

أ- للسؤال عن شخص مجهول و الإجابة:

e.g. I asked my daughter who **it** was at the door.
She said that **it** was Ali.

ب- كفاعل عند الحديث عن الوقت Time أو القياسات Measurements أو أحوال الطقس Weather:

e.g. **It**'s getting late and **it**'s still raining. (time & weather)
It's five o'clock. (time)
How far is **it** from here to Aswan?
It's about 800 Kilometres. (measurements)

جـ- كفاعل بمعنى كلمة "الأمر" لبعض الأفعال مثل seem, happen, appear :

e.g. **It** seems easy, but I know I can't do *it*. ....يبدو الأمر سهلا
It happened so fast that no one could stop *it*.

ء- كفاعل subject حيث يتأخر الفاعل الحقيقى الذى قد يكون:

- مصدر أو شبه جملة اسمية Infinitive or noun phrase :

e.g. **It** is easy *to drive*.
وأصلها: *To drive* is easy.

- عبارة اسمية Noun clause :

e.g. **It** is strange *that they haven't arrived yet*.
وأصلها: *That they haven't arrived yet* is strange.

هـ- للتأكيد Emphasis :

e.g. **It** was Mona who broke the window.
أى إنها منى (بالتأكيد) التى كسرت الشباك. وأصل الجملة:
Mona broke the window.

٢- استعمالات خاصة لـ "you, they" : قد يستعملان فى الحديث عن الناس people عامة:

e.g. **You** can't do much without money. (people, anybody)
They say he's a good doctor. (people)

٣- قد نستعمل كلمة "one" كضمير شخصى فى الإنجليزية الرسمية formal English بمعنى "people" أو "a person"، ولو أنه يفضل حاليا استعمال "you" أو "they" . ويلاحظ أن "one" كضمير شخصى له صيغة الملكية "one's" وله ضمير منعكس "oneself" :

e.g. **One** has to be careful with **one's** money.
One could hurt **oneself** playing with this knife.

لاحظ أيضا أن "one" قد تكون رقم رئيسى cardinal number أو ضمير غير محدد indefinite pronoun وفى هذه الحالة يوجد له جمع هو "ones" .

★أ- الضمائر الشخصية المفعول بها Personal Pronouns as Objects :

وهنا يكون الضمير الشخصى مفعولا به لفعل متعدى، أو مجرورا بحرف جر:

Object to a transitive verb or to a preposition:

e.g. He *blames* **me** for his failure. (object to blames)
She pointed an accusatory finger *at* **me**. (object to at)
I *gave* **them** their wages. (indirect object of gave)
God, don't visit Your wrath *on* **us**. (object to on)

أى ربنا لا تنزل غضبك علينا.

ملاحظات:

١- يكون الضمير الشخصى فاعلا أو مفعولا حسب الاسم أو الضمير المعطوف عليه:

e.g. Mother kissed *Ali and* **I**.

هذه الجملة خطأ لأن Ali مفعول به وكذلك الضمير المعطوف عليه ، وصحتها:

Mother kissed *Ali and* **me**.

وكذلك:

Him *and I* went fishing.

خطأ لأن "هو" و "أنا" فاعلين، وصحة الجملة:

He *and I* went fishing.

★★٢- وكذلك بعد حرفى العطف "than" و "as" يكون الضمير فى حالة الفاعل أو المفعول به حسب المعنى المقصود:

e.g. I like you more than **she**. (I and she like you but I like you more)

أحبك أكثر من حبها لك

I like you more than **her**. (I like you and her but I like you more)

أحبك أنت أكثر مما أحبها

٣- بعد التعبير "It is, it was, etc." : نستعمل الضمير الشخصى فى حالة الفاعل إذا كان هو الفاعل الحقيقى للجملة:

e.g. *It was* **he** who came yesterday. (He came)

ونستعمل الضمير الشخصى فى حالة المفعول إذا كان مفعولا به لما يأتى بعده:

e.g. *It was* **him** they brought yesterday. (They brought him)

Exercises

★I. Choose the correct pronoun:

1. (I - me) think (he - him) doesn't like (I - me).
2. Hasn't (he - him) arrived yet?
3. Nobody told (they - them) that the exam is today.
4. Don't ask (I - me) about (she - her).
5. Have (we - us) any more work to do?
6. What is wrong with (they - them)?
7. She was angry with Ali and (I - me).
8. Ali and (I - me) went home late yesterday.
9. Don't ask (she - her), ask (he - him).
10. They knew all about my friend and (I - me).

★★II. Choose the correct personal pronoun:

1. Ali gave Nadia and (I - me) a present.
2. It was (he - him) who killed the cat.
3. It was (he - him) I was telling you about.
4. Who is (him - it - they) at the door.
5. We are much stronger than (they - them).
6. What would you do if you were (he - him)?
7. (they - it) was (she - her) who ate the cake.
8. (they - it) claim that (he - him) was a thief.
9. Magda and (he - him) went to school together.
10. Between you and (me - I), I think that is foolish.

★★III. Complete the following by means of personal pronouns:

Last summer, my brother and ..1... intended to visit Sinai. Between ..2..., ..3... had about 400 L.E. ..4... thought that ..5... would be more economical if ..6.. went with a tour. ..7.. asked the travel-agency-man how much would ..8... cost and ..9... replied that ..10... would cost ..11... about 150 L.E. each. ..12... agreed, but my brother said that ..13... was too expensive. At last ..14.. was able to convince ..15.. and ..16.. began our preparations for the trip. But alas! ..17.. both failed in English and ..18.. had to cancel the trip and our teacher ordered us to write this silly story as a composition.

★★★IV. Express these statements in another way by means of the pronoun "it", altering the wording as seems necessary:

1. Ali, not Nabil, rang up.
2. That he is a fool is clear to everyone but himself.
3. To win by cheating is easy, but there is no satisfaction in it.
4. The night was clear and starry.
5. The journey from Cairo to Aswan takes about 12 hours by the Express train.

Possessive Pronouns ★٢- ضمائر الملكية

هذه الضمائر هى: mine, yours, his, hers, its, ours, theirs

وتحل هذه الضمائر محل الاسم وتفيد الملكية أيضا، أى أن:

ضمير الملكية = صفة ملكية + اسم   Possessive pronoun = poss. adj. + noun

e.g. It isn't his car, it's **mine**. (mine = my car)
Our house is smaller than yours. (yours = your house)
This cat is his. (his = his cat)

★★ ملاحظات:

١- تستعمل "yours" فى نهاية الخطابات Letters ، هكذا:

e.g. Yours truly, - Yours sincerely, - Yours faithfully,

٢- تستعمل ضمائر الملكية مع "of" بمعنى أحد أو بعض ما أمتلك أو ينتمى لـ:

e.g. He is a friend *of* **mine**. (هو أحد أصدقائى)
He is a friend of me. :ولا نقول
Is that book one *of* **yours**?

Exercises

★V. Write the correct possessive adjective or possessive pronoun:

1. Whose car is this? Is it (you)?
2. (We) house is bigger than (they).
3. I don't think this is (I) book; I think it is (he).
4. The dog wants (it) food.
5. He asked me about (I) work.
6. It wasn't (he) mistake; it was (I).
7. (He) book was missing; so he read in (I).
8. Have you got (you) pen? or would you like to use (I)?
9. Have you seen (they) new house?
10. This isn't (I), it's (you).

★٣- الضمائر المنعكسة والمؤكدة

Reflexive and Emphasising Pronouns

الضمائر المنعكسة والمؤكدة هى نفس الكلمات:

myself, yourself, himself, herself, itself, ourselves, yourselves, themselves

وتتكون هذه الضمائر من: صفة الملكية أو ضمير شخصى مفعول + self أو selves

وتكون هذه الضمائر:

أ- **ضمائر منعكسة Reflexive** : عندما ينعكس الفعل علـى صاحبـه، أى عندمـا يكـون المفعول به object هو نفسه الفاعل subject ، .

e.g. *I* am teaching **myself** English.
Are *you* enjoying **yourself**?
They couldn't help **themselves** from crying.
لم يستطيعوا منع أنفسهم من البكاء
You are big boys now. *You* can look after **yourselves**.

Behave **yourself**! أى تأدب

ب- **ضمائر مؤكدة Emphasising** : عندما نريد تأكيد أن شخصا بالذات هو فاعل الفعل، أو المفعول فيه الفعل:

e.g. The President **himself** came here yesterday. أى أن الرئيس بذاته حضر

I'll do it **myself**. أى أنى سأعمله بنفسى

★★ ملاحظات:

١- لاحظ الاختلاف بين themselves و each other :

e.g. The two boys hurt **themselves**. أى أن كل طفل أذى نفسه

The two boxers hurt **each other**. أى أن كل ملاكم أذى خصمه

٢- استعمال "by" مع هذه الضمائر يعنى "وحده أو وحدهم" مثل استعمال "own" مع صفات الملكية:

e.g. The old woman lives **by herself**.

The old woman lives **on her own**. أى تعيش وحدها

٣- بعض الأفعال تستعمل دائما مع الأفعال المنعكسة، مثل:

avail أتاح, pride يفخر, absent يتغيب

e.g. He availed himself of that opportunity.

أتاح لنفسه تلك الفرصة أو استغل تلك الفرصة

She *prides* **herself** on her fluency in English.

أى تفخر بطلاقتها فى الإنجليزية

They *absented* **themselves** from school. تغيبوا عن المدرسة (بإرادتهم)

٤- بعض الأفعال تستعمل أحيانا مع الضمائر المنعكسة، مثل:

apply, help, enjoy, acquit, dress, wash, shave, kill, hurt

e.g. He *applied* **himself** to study. أى تفرغ للدراسة

She *acquitted* **herself** well in the last exam. أى أبلت بلاءً حسنا

٥- يمكن استعمال ضمائر التوكيد كضمير شخصى بعطفها على اسم أو ضمير:

e.g. My father and **myself** (*I*) went to Alexandria.

The teacher gave his sister and **himself** (*him*) a present.

٦- "Oneself" يمكن استعماله كضمير منعكس إذا كان الفاعل "one":

e.g. *One* can hurt **oneself** this way.

Exercises

★VI. Put reflexive or emphasising pronouns into the blank spaces:

1. I taught .... the violin.
2. One can easily cut ..... with this Swiss knife.
3. We made this dinner all by .....
4. They .... are to blame for that.
5. He did it all by .....

6. I saw her do it .....
7. The cat bit .... by mistake.
8. You and your friend can wash ..... in the bathroom.
9. Be careful my boy or you will hurt .....
10. He ..... came here.

★٤- ضمائر الإشارة Demonstrative Pronouns

هى نفسها محددات أو صفات الإشارة فيما عدا أنها تحل محل الاسم:

e.g. **This** is my father. (dem. pronoun)
This *man* is my father. (dem. adjective)
Was **that** nice? (dem. pronoun)
Was **that** *film* nice? (dem. adj.)
I bought some of **these**. (dem. pronoun)
I bought some of **these** *apples*. (dem. adj.)
Those were my students. (dem. pronoun)
Those *boys* were my students. (dem. adj.)
Such are the wages of sin. (dem. pronoun)
Such *diseases* are the wages of sin. (dem. adj.)

ملاحظات:

١- "this" و "that" يستعملان للمفرد ويستعمل معهما فعل مفرد.

٢- "these" و "those" يستعملان للجمع ويستعمل معهما فعل جمع.

٣- "this" و "these" يستعملان للقريب مكانا أو زمنا، أما "that" و "those" فيستعملان للبعيد زمنا ومكانا.

★★٤- "such" تستعمل للمفرد أو الجمع، القريب أو البعيد، ولكنها تعبر عن مشاعر قوية تجاه ما تتحدث عنه.

Exercises

★VII. Use demonstrative pronouns instead of the demonstrative adjectives and make the necessary changes:

1. That star is the pole star.
2. This pen is mine.
3. Those cars were made in Japan.
4. These boys are my students.
5. I've never seen such pride.

★٥- الضمائر غير المُحَدِّدَة و ضمائر التوزيع

Indefinite and Distributive Pronouns

تشير الضمائر غير المحددة إلى الأسماء بطريقة مبهمة غير محددة، ومنها:

one, ones, some, any, others, many, much, a few, a little, etc.

أما ضمائر التوزيع فتشير إلى توزيع صفة أو فعل أو اسم على أحد أو بعض أو كل الأشخاص أو الأشياء، ومنها:

some, either, neither, both, all, each, enough, half, two, etc.

e.g. We went home but **some** stayed.

One searched for water, while **others** searched for food.

A few stayed but **many** left.

ولاحظ كذلك الضمائر غير المحددة والتوزيعية المركبة التالية:

Adjective	+ one	+ body	+ thing
no	no one, none	nobody	nothing
some	someone	somebody	something
any	anyone	anybody	anything
every	everyone	everybody	everything
each	each one	------	------
	بدلا من الأشخاص	بدلا من الأشخاص	بدلا من الأشياء

لاحظ أن هذه الضمائر هى نفسها صفات الكمية غير المحددة وكذلك صفات التوزيع، فيما عدا الضمائر المركبة التى هى ضمائر فقط (لأنها تتركب من صفة واسم)، وككل الضمائر لا يتبعها اسم بعكس الصفات:

e.g. **Many** *people* go to the beaches in summer. (Ind. adj.)

Many go to the beaches in summer. (Ind. pronoun)

★★ والآن لنفحص خواص كل ضمير على حدة:

one (واحد، واحدة، شخص) **ones**

تحل "one" محل اسم معدود مفرد سبق ذكره، أما "ones" فتحل محل اسم جمع سبق ذكره. ويمكن أن تأتى "one" بعد صفة أو "the" أو "each, every" أو بعد صفات الإشارة، ولكنها لا تأتى بعد "a" :

e.g. "I'm having *a drink*. Would you like **one**?" (بدلا من اسم سبق ذكره)

"Yes, just a *small* **one**, please." (بعد صفة)

"I thought you preferred big **ones**!" (جمع)

"Our car is *the* **one** parked in front of the gate." ("the" بعد)

"You mean *that* **one**?" (that بعد)

Two, Three, etc. (اثنان، ثلاثة، الخ)

e.g. **Two** are company, **three** (are) a crowd.

Any (أيهم، أى شخص، أى شئ)

Anyone, anybody, anything

نستخدم "any" فى الاستفهام و النفى بدلا من "some" التى تستخدم فى الجمل المثبتة، ولكن يمكن استخدام "any" فى جملة مثبتة لبيان عدم الأهمية. ويأتى بعد "any" والضمائر المركبة منه فعل مفرد:

e.g. The sugar is finished. Have you got **any**? (استفهام)
No, I haven't got **any**. (نفى)
Which brand of soap do you prefer?
Any will do. (لبيان عدم الأهمية)
Anybody can buy flowers, but few do.

Some (البعض)

Someone, somebody, something

نستعمل "some" فى الجملة الخبرية المثبتة statement ، وعند السؤال للإيحاء بالإجابة بالموافقة. ويأتى بعد "some" فعل جمع، أما الضمائر المشتقة فيأتى بعدها فعل مفرد.

e.g. The students came early, but **some** *were* late.(positive statement)
These cakes look delicious. Can I have **some**?
Of course you can!
Someone broke into my house yesterday. If he stole **something**, I don't know what it was.

Another (آخر)

يستعمل معها فعل مفرد:

e.g. A student asked a question, and **another** answered him.

Others (آخرين)

يستعمل معه فعل جمع:

e.g. **Others** may think so, (but) I don't.

Everyone, everybody (الكل), everything(كل شئ)

لا تستعمل "every" وحدها كضمير لأنها صفة فقط، والضمائر المركبة منها ضمائر فقط، ويستعمل معهم فعل مفرد:

e.g. **Everyone** enjoyed the picnic.
She gave him **everything**, even the clothes on his back.

No one = None, nobody (لا أحد), nothing (لا شئ)

لا نستعمل "no" وحدها كضمير لأنها صفة أو ظرف فقط، ولكن الضمائر المشتقة منها ضمائر منفية، ويستعمل معها فعل مفرد مثبت (ليس منفيا). وقد ينسب إليها ضمير شخصى للمفرد الغائب "his" فى الإنجليزية الرسمية، أما فى لغة الكلام اليومى فنستعمل "their":

e.g. **No one** finished *his* (*their*) homework..

Nobody *was* there.

There is **nothing** in the room.

Each, each one (كل واحد)

بمعنى "all" ولكن "each" تجعلنا نفكر فى كل فرد بمفرده، ويتبعها فعل مفرد:

e.g. When the children entered, **each** *was* given a present.

Each one said, "thank you.".

All (الكل، الجميع، كل شئ)

يستعمل معه فعل جمع إذا اعتبرنا تصرف كل شخص منفصل عن الآخر، ويستعمل فعل مفرد إذا اعتبرنا الكل وحدة واحدة بمعنى "كل شئ":

e.g. **All** *were* present at the reception.

All *is* well that ends well.

Much (الكثير)

بدلا من الاسماء التى لا تعد، ويستعمل معه فعل مفرد:

e.g. **Much** *was* said, but little was done.

(a)Little (القليل)

بدلا من الاسماء التى لا تعد، ويستعمل معه فعل مفرد:

e.g. **Little** is better than none.

Many (كثيرون)

بدلا من الاسماء التى تعد، ويستعمل معه فعل جمع:

e.g. **Many** *were* present, but I recognised only a few.

(a) few (قليلون)

e.g. **Few** knew about the secret.

Both (كلاهما، الاثنين)

تستعمل بدلا من شخصين أو شيئين، ويستعمل معه فعل جمع:

e.g. **Both** *were* thieves, yet they became MP's.

Neither (لا هذا ولا ذاك)

تستعمل بدلا من شخصين، ويستعمل معه فعل مفرد مثبت:

e.g. **Neither** Knew English, but both speak French.

Either (هذا أو ذاك، أحدهما، أيهما)

يستعمل بدلا من شخصين أو شيئين، ويستعمل معه فعل مفرد:

e.g. Regarding the twins, I don't like **either**.

Scissors or knife, **either** will do to cut the rope.

Enough (كفاية، ما فيه الكفاية)

يستعمل معه فعل مفرد:

e.g. **Enough** *was* said at the meeting. Now is the time for work.

Speaking about money, have you got **enough**?

ملاحظات:

١- الضمائر التى تتضمن النفى مثل: none, no one, nobody, nothing, neither

لا يستخدم معها فعل منفى negative verb .

٢- يمكن أن تحل "so" أو "not" بمعنى "ذلك" محل جملة كاملة سبق ذكرها وخاصة بعد أفعال مثل:

أ- Believe, expect, suppose, think, it appears, it seems, etc.

e.g. Do you think (that) we will win the match?
Yes, I think **so**.
No, I think **not**.
No, I do not think **so**.

أى أنه فى النفى نستعمل "not" مع فعل مثبت، أو "so" مع فعل منفى. أما فى الإثبات فنستعمل "so" مع فعل مثبت.

ب- وبعد فعلى hope, be afraid :

e.g. Are you coming with us?
Yes, I hope **so**.
No, I am afraid **not**.
Is he ill?
Yes I am afraid **so**.
No, I hope **not**.

جـ- بعد فعلى tell, say :

e.g. How do you know there will be a party?
Ali said (told me) **so**.
Ali said **not**. بمعنى لن يكون هناك حفلة
Ali didn't say **so**.

بمعنى على لم يقل ذلك (جائز أن تكون هناك حفلة وجائز لا)

ء- فى بعض الأحيان بعد فعل do "so":

e.g. You should stop smoking.
I'll do **so**.

Exercises

★★VIII. Put a suitable indefinite or distributive pronoun in the blank spaces:

1. ..... feels glad now that the exams have finished.
2. ..... agreed but many people were opposed to the scheme.
3. I want .... oranges. Give me those big.....
4. Look at his legs; ..... is on the desk top and the .... is on the floor.

5. 1 have two kids; .... are intelligent.
6. Did you like that peach? Would you like .....
7. .... seems to be satisfied with his lot.
8. The tea is ready. Would you like....?
9. Which newspaper will you buy? .... will do.
10. .... drank anything, but both ate well.

★٦- ضمائر الاستفهام Interrogative Pronouns

هذه الضمائر هى: who, whom, whose, which, what وهى تزيد عن صفات الاستفهام بـــ who و whom . وككل كلمات الاستفهام تأتى هذه الضمائر فى أول الجملـــة الاستفهامية. وككل الضمائر لا يتلوها اسم لأنها تحل محله.

يلاحظ عكس inversion مكان الفعل المساعد والفاعل فى الأسئلة الاستفهامية، أمـا لو كان السؤال عن الفاعل، فلا يتم العكس:

Who (من؟): subject للسؤال عن الأشخاص عندما يكون الشخص فاعلا

e.g. **Who** goes there? من هناك؟ (لا يوجد عكس)
Who killed Ahmed? (لا يوجد عكس)

Whom (من؟) object يستعمل للسؤال عن أشخاص عندما يكون الشخص مفعولا به

e.g. **Whom** did Ali kill? (لاحظ العكس)
Whom did you meet yesterday? (لاحظ العكس)

يستعمل الأمريكيون who للسؤال عن الفاعل أو المفعول، وبدأ الإنجليز فـــى تقليدهـــم فـــى الحديث غير الرسمى.

e.g. **Who** did Ali kill? (لاحظ العكس لأننا نسأل عن مفعول به)
who did you meet yesterday? (لاحظ العكس)

Whose (لمن، يتبع من؟) تستعمل للسؤال عن مالك أو صاحب شئ ما:

e.g. **Whose** is this book? (لا يوجد عكس)
Whose are these children? (لا يوجد عكس)

What (ما، ماذا) للسؤال عن الأشياء أو الأشخاص عامة أو عما يُفعل:

e.g. **What** is that? (لا يوجد عكس)
What did he tell you? (لاحظ العكس)
What came yesterday? (لا يوجد عكس)
What are you doing? (لاحظ العكس)

Which (أيهما، أيهم؟) للاختيار بين شيئين (شخصين) أو عدد محدود:

e.g. **Which** do you prefer, tea or coffee? (لاحظ العكس)
Which did it? (لا يوجد عكس لأننا نسأل عن فاعل)

ملاحظات:

١- نتوقع أشخاصا فى الإجابة على أسئلة تبدأ بـ: who, whom, which

٢- نتوقع أشياء فى الإجابة على أسئلة تبدأ بـ: what

٣- نتوقع أشخاصا أو أشياء بعد الأسئلة التى تبدأ بـ: which

Exercises

★IX. Put in the missing interrogative pronoun:

1. .... do you want to borrow? "Macbeth" or "Hamlet"?
2. .... have you done to day?
3. .... is that book? Is it yours?
4. .... wrote those naughty words on the black-board?
5. .... did you see writing them?
6. .... happened to your face?
7. .... is the horse that won?
8. .... are these shoes? Are they yours?
9. .... was it that you put in the drawer?
10. .... is making this racket?

★★٧- ضمائر الوصل (ضمائر النسبة)

Relative Pronouns

تقوم هذه الضمائر - بالإضافة إلى عملها كضمير يحل محل اسم - بعمل حروف أو كلمات العطف conjunctions لربط جملتين بسيطتين simple sentences فى جملة واحدة معقدة complex sentence.

Relative pronoun = pronoun + conjunction

وهذه الجملة المعقدة تتكون من عبارة رئيسية principal or main clause هى إحدى الجملتين البسيطتين، وعبارة تابعة subordinate clause تبدأ بضمير الوصل لتقوم بوظيفة وصفية لاسم فى الجملة الرئيسية. هذه الضمائر هى:

	Subject **فاعل**	**Object** **مفعول به**	**Possessive** **للملكية**	
For persons	who that	whom (who) that	whose	**للأشخاص**
For things & animals	that	that	whose	**للحيوانات والأشياء**
For things	which	which	of which	**للأشياء فقط**

ومعنى هذه الضمائر هو: "الذى، التى، الذين، اللائى"، ومثل مثيلتها العربية تأتى بعد الاسم الذى تصفه مباشرة، وتختلف عن مثيلتها العربية فى:

١- ليس لها جمع أو مفرد.

٢- ليس لها مؤنث أو مذكر.

٣- هناك ضمائر للأشخاص وأخرى للأشياء أو الحيوانات (أنظر الجدول السابق).

٤- أما whose والتى ليس لها نظير فى العربية فمعناها هو: "الذى ملكه، أو الذى له، الخ".

e.g. *The boy* is absent. **He** broke the window.

الصبى غائب. هو كسر النافذة.

The boy **who** broke the window is absent.

الصبى **الذى** كسر النافذة غائب.

نلاحظ أن العبارة التابعة والتى تبدأ بضمير الوصل (مخطط تحتها) تأتى بعد الاسم (بالخط المائل) الذى تصفه مباشرة، وبعد أن تصف الاسم يأتى باقى الجملة الرئيسية (غير المخطط تحتها)، أى مثل اللغة العربية تماما.

لاحظ أن نفس الشخص موجود فى الجملتين، وقد ذكر مرة بالاسم ومرة بالضمير الشخصى، وللتسهيل ضع الاسم بدلا من الضمير الشخصى، هكذا:

The boy is absent. *The boy* broke the window.

ثم استبدل أحد الاسمين بضمير الوصل، وضع جملته بعد الاسم مباشرة:

The boy *who* broke the window is absent.

or:

The boy **who** is absent broke the window.

وبالطبع سوف نختار الجملة التى تحمل المعنى الذى نريده بالضبط.

ملحوظة: سميت هذه الضمائر بضمائر النسبة لأنها تنسب ما يأتى بعدها إلى الاسم الذى أتى قبلها.

استعمال ضمائر الوصل:

أولا: بدلا من شخص عاقل: عندما يكون هذا الشخص:

١- فاعلا subject : نستعمل who و that :

e.g. 1. *The man* has just arrived. **He** was lost.

The man **who (that)** was lost has just arrived.

2. *President Sadat* was assassinated. **He** won the October war.

President Sadat **who (that)** won the October war was assassinated.

نلاحظ أن who حلت محل فاعل هو He ، وهو نفس الشخص المذكور فى الجملة الأولى.

٢- مفعولا به object: نستعمل whom أو that :

أ- مفعول به مباشر لفعل direct object : نستعمل whom أو that :

e.g. 1. I saw *the director*. **He** told me to come back tomorrow.
The director **whom (that)** I saw, told me to come back tomorrow.
2. Mona interviewed **the cook**. *He* was given the job.
The cook **whom (that)** Mona interviewed was given the job.

لاحظ أن whom حلت محل مفعول به، أما إذا حلت محل فاعل فنستعمل who **هكذا:**

Mona interviewed the cook **who** was given the job.

ب- مفعول به غير مباشر indirect object : نستعمل preposition + whom (الطريقة الرسمية):

e.g. 1. That is **the boy**. I gave *him* a book.
That is the boy **to whom** I gave a book.
2.I am going to visit *Maha*. I bought **her** a present.
I am going to visit Maha **for whom** I bought a present.

جـ- مجرورا بحرف جر object to a preposition ، نستعمل whom :

e.g. 1. *Ali* went to hospital. A stone fell **on him**.
Ali, **on whom** a stone fell, went to hospital.
2. Ahmed married *Hala*. He was in love **with her**.
Ahmed married *Hala* **with whom** he was in love.

٣- فى حالة الملكية، نستعمل whose :

e.g. 1. People**'s** rents have been raised. They can appeal.
People **whose** rents have been raised can appeal.
2. My friend is sad. **His** dog has been killed.
My friend **whose** dog has been killed is sad.

ثانيا: بدل شئ أو غير عاقل عندما يكون هذا الشيء:

١- فاعلا subject ، نستعمل which, that :

e.g. 1. **The stairs** are slippery. **They** lead to the cellars.
The stairs **which (that)** lead to the cellars are slippery.
2. **The car** crashed. **It** was uninsured.
The car **which (that)** crashed was uninsured.

٢- مفعولا به object :

أ- مباشر direct object نستعمل which, that :

e.g. I hired a **car**. **It** broke down after two kilometres.
I hired a car **which (that)** broke down after two kilometres.

ب- غير مباشر indirect object نستعمل preposition + which :

e.g. I gave **the house** a new coat of paint. **It** looks very lovely now.

The house **to which** I gave a new coat of paint looks very lovely now.

جـ- مجرورا بحرف جر object to a preposition ، نستعمل which :

e.g. I was sitting on **the chair. It** fell down.
The chair on **which** I was sitting fell down.

٣- فى حالة الملكية للأشياء نستعمل whose أو of which ، وبالنسبة للحيوانات نستعمل whose فقط :

1. **The rent of** the house was not paid. The house is to be let.
The house **whose (of which the**) rent was not paid is to be let.
2. The horse**'s** leg has been broken. It had to be shot.
The horse **whose** leg was broken had to be shot.

★★ملاحظات:

١- لا يمكن استعمال ضميرى الوصل who و that بعد حرف جر (فى حالة مفعول به غير مباشر أو مجرورا بحرف جر).

والطريقة السابق شرحها هى الطريقة الرسمية formal ، ولكن هناك ميل شديد هذه الأيام لاستعمال طريقة جديدة أقل رسمية informal بوضع حرف الجر فى نهاية العبارة:

e.g. 1. That is **the boy**. I gave **him** a book. (indirect object)
That is the boy **to whom** I gave a book (formal)
That is the boy **whom** I gave a book **to**. (informal)
2. I was sitting on **the fence**. **It** fell down. (object to a prep.)
The fence **on which** I was sitting fell down. (formal)
The fence **which (that)** I was sitting **on** fell down. (informal)

٢- يمكن الاستغناء عن ضمير الوصل فى حالة كونه مفعولا به object فى الأحوال التالية:

أ- عندما يكون مفعولا به ويبدأ عبارة وصفية مُحَدِدَة defining clause (هى عبارة تحدد الفاعل وتعينه وإذا حذفت لا يكون المعنى كاملا):

e.g. The family whom (that) I visited invited me to stay.
The family I visited invited me to stay.

ب- عندما يكون تركيب الجملة بالطريقة غير الرسمية الحديثة (عندما لا يسبق ضمير الوصل حرف جر) أى فى حالة المفعول به غير المباشر و المجرور بحرف جر:

e.g. That is the boy **whom (that)** I gave a book (to).
That is the boy I gave a book.
The fence **which (that)** I was sitting on fell down.
The fence I was sitting on fell down.

(انظر فصل شبه الجملة والعبارة والجملة)

٣- يميل الأمريكيون إلى استعمال الضمير **who** فى حالة المفعول به أيضا والاستغناء عن :whom

e.g. That is the man **who (whom, that)** I met yesterday.

٤- يُمكن استعمال **that** بدلا من who و whom و which ، ولكن يجب استعمال that إذا حلت محل خليط من الأشخاص والأشياء:

e.g. 1. He did not admit *books* or *people* **that** bored him into his house.

2. It is *the man behind the camera*, not *the camera*, **that** is important.

٥- يمكن استعمال **what** كضمير وصل بمعنى "الشيء الذى the thing that" :

e.g. 1. **What** he saw astonished him.

2. He did not tell us **what** he did.

٦- يمكن استعمال **where, when, why** كأحوال وصل relative adverbs :

why = for which الذى بسببه

e.g. The reason **why** he refused to stay was not known.

where = in / at / which (للمكان) حيث، الذى فيه

e.g. The hotel **where** he was staying caught fire.

when = in / on / at / during which (للوقت) عندما، الذى فيه

e.g. The day **when** he arrived, his wife had a baby.

٧- يمكن استعمال which للإشارة إلى جملة كاملة:

e.g. *I did not bring my book again*, **which** made the teacher very angry.

٨- يمكن الاستغناء عن ضمير الوصل واستعمال:

أ- المصدر infinitive بدلا من (ضمير الوصل وفعل) وخاصة بعد:

the first, the second, the next, the last, the only, and the superlatives:

e.g. Mr. George was the first person **that arrived** at the reception.

Me George was the first person **to arrive** at the reception.

ب- اسم الفاعل the present participle (-ing form) بدلا من ضمير الوصل وفعل مبنى للمعلوم verb in active voice :

e.g. Students **who want** to succeed should study harder.

Students **wanting** to succeed should study harder.

جـ- اسم المفعول the past participle (-ed form) بدلا من ضمير الوصل وفعل مبنى للمجهول verb in passive voice :

e.g. Jewellery **that was bought** ten years ago are worth ten times as much now.
Jewellery **bought** ten years ago are worth ten times as much now.

٩- لأن ضمائر الوصل تبدأ عبارة وصفية adjective clause فلابد أن تلى مباشرة الاسم الذى تصفه وإلا فسد المعنى:

e.g. The man **who was sick** was brought to the doctor.
The man was brought to the doctor **who was sick**.

نجد فى المثل الثانى أن المريض أصبح الطبيب وليس الرجل.

١٠- يمكن استعمال who و whom للحيوانات إذا اعتبرناها عاقلة تفهم وتتكلم.

e.g. The dog, **who** was chasing rabbits in *his* sleep, suddenly kicked the table.

١١- لاحظ الفرق فى المعنى والاستعمال (بالرغم من تشابه رسم الكلمات ونطقها) بين ضمائر الوصل و صفات الاستفهام و ضمائر الاستفهام:

Relative pronouns	Interrogative Pronouns	Interrogative Adjectives
who الذى (فاعل)	who من؟ (للفاعل)	
whom الذى (مفعول)	whom من؟ (للمفعول)	
whose الذى ملكه	whose لمن؟	whose + noun (اسم) من
which الذى (لغير الإنسان)	which أيهما؟	which + noun أى (اسم)
that الذى		
what الشيء الذى	what ما؟	what + noun أى (اسم)

Exercises

★★X. Join each pair of sentences together to make one sentence. (use a relative pronoun):

1. This is the man. I met him in Jiddah.
2. The man was killed. He was driving a car.
3. I bought this stereo last week. It doesn't work properly.
4. He's the person. He's going to be fired.
5. That is the journalist. His article made quite a stir yesterday.
6. I'm the man. You stole my wallet.
7. They sent a new teacher. She looks nice.
8. We didn't like the housemaid. The agency sent her.

9. Nadia looked angry. She has been listening to our conversation.
10. I climbed up the stairs. They were newly-painted.

★★XI. Put a suitable relative pronoun:

1. The cat .... had been very quiet, suddenly started mewing.
2. I didn't find the wallet .... you said you'd left under the pillow.
3. Mr. Galal, ... had been very sick, died yesterday.
4. I'm the one .... car was stolen last night.
5. That's the general manager .... is retiring next month.
6. I love cities, ... are big and noisy.
7. He was extremely rude, ... made me very angry.
8. I've never met the actor .... lives next door to us.
9. That is one neighbour with .... I'll never be on good terms.
10. The car, ... four wheels were punctured, had to be abandoned.

★★XII. Join the following sentences beginning with the words between brackets:

1. Romeo and Juliet were deeply in love. Their families hated each other. (Romeo and Juliet...).
2. I was waiting for a friend. He didn't turn up. (The friend...).
3. "Swiss Family Robinson", is a story about a family. Their ship sank near a deserted island. ("Swiss Family Robinson"....)
4. I saw several apartments. Few of them were suitable. (I saw ....)
5. I was given this address by a man. I met this man at the airport. (I was given....)
6. A man answered the phone. He said that it was the wrong number. (The man....)
7. The bed had no springs. I slept on that bed. (The bed....)
8. Before the Gulf War, the roads were crowded with refugees. Many of them were hungry. (Before the Gulf....)
9. Rashid's leg is still in a plaster cast. He'll have to watch the match on T.V. (Rashid....)
10. He wanted to visit me at 11 p.m. This didn't suit me at all. (He wanted...)

★★ XIII. Fill the spaces with a relative pronoun:

1. Students .... names begin with "A" always get examined first .... is unfair.
2. I did .... I could .... wasn't much.
3. He was the first man .... left the burning building.
4. We have a swimming pool in .... we can swim.
5. Youssef, ... wallet was missing, found it after an anxious time.
6. She said that .... frightened her was the unexplained noise coming from the cellar.
7. The frogs croaked all night .... kept me awake.
8. She said that she wasn't going to buy any stamps; she hadn't any one to .... she could send letters.
9. He was very rude to the police officer ..... of course, made things worse.
10. I met George .... asked me to give you this book.

★★XIV. Get rid of the relative pronoun (make contact clauses or use the infinitive, the present participle or the past participle):

1. The house which they built fell down after two months.
2. The bus that arrived late was full.
3. The money which he borrowed from his friend was lost.
4. She was the most beautiful girl that attended the party.

5. The street which leads to the university is very wide.
6. Buildings which were built fifty years ago are more robust than those that are built these days.
7. The man whom I saw at the party yesterday turned out to be my new boss.
8. Books that bored him were usually thrown into the waste basket .
9. Being the last person that arrived that night, he was obliged to sit near the kitchen-door.
10. He said that bonds that were purchased last month made a large profit.

★★XV. Add the missing relative, but where possible, make a contact clause (without s relative pronoun):

1. The doctor .... you want has just left.
2. The paper .... you showed me yesterday was very interesting.
3. The flowers .... I cut this morning are still fresh.
4. The barber .... shaved your beard did it very badly.
5. The eggs .... I ate yesterday were delicious.
6. The man about .... you are talking died last week.
7. The knife with .... we cut the bread is very sharp.
8. The knife, ... we use to cut the bread with, is very sharp.
9. The man .... money you stole went to the police.
10. Where is the shop .... sells picture post-cards?

★★XVI. Remove the relative pronoun and make the necessary changes:

1. The captain was the last man that left the sinking ship.
2. Tourists who travel abroad a lot should make prior reservations at hotels.
3. The man who was sick was brought to the doctor.
4. Students who were punished yesterday, are to report to the headmaster's office.
5. He was the only student who understood the lesson.
6. Guns that have been fired recently are easy to detect.
7. Mona was the first person who saw the flying saucer.
8. The car that was stolen from the garage was returned to its rightful owner.
9. Plants that are watered by salty water seldom survive.
10. People who want to survive a nuclear war should build proper shelters.

★★XVII. Add the missing word:

1. I don't know ..... to do.
2. I asked him ..... to put it.
3. I can't remember .... to start this machine.
4, We don't know .... to give it to.
S. I don't know ..... is your house.
6. I can't imagine .... you are angry with me.
7. I can't remember .... I am supposed to meet him at the station.
8. You must do .... he tells you.
9. Do you know...... did it
10. She hasn't written to me .... she is coming.

الفصل الخامس

الحال أو الظرف ADVERBS

تتكون كلمة adverb من جزأين "-ad" بمعنى "يضيف" و "verb" بمعنى "فعل"، وبذلك يكون معنى كلمة adverb هو "ما يضاف إلى الفعل" لتعديل معناه "to modify its meaning".

والحال أو الظرف لا يُعدل معنى الفعل فقط، بل قد يُعدل معنى صفة adjective أو ظرف آخر adverb أو جملة كاملة sentence :

e.g. She *sang* **sweetly**. (modifies a verb)
He is **unusually** *intelligent*. (modifies an adjective)
Maha ran **very** *quickly*. (modifies another adverb)
Fortunately, *I found my lost watch*. (modifies a sentence)

★★أنواع الأحوال والظروف:

١- أحوال الكيفية adverbs of manner :

e.g. slowly, gently, beautifully, strongly, etc.

٢- ظروف الدرجة adverbs of degree :

e.g. hardly, rather, quite, very, completely, etc.

٣- ظروف التكرار والتردد adverbs of frequency :

e.g. always, sometimes, often, never, etc.

٤- ظروف التأكد adverbs of certainty :

e.g. certainly, definitely, clearly, surely, etc.

٥- ظروف المكان adverbs of place :

e.g. here, there, abroad, downstairs, up, etc.

٦- ظروف الزمان adverbs of place:

e.g. today, yesterday, now, then, early, soon, etc.

٧- ظروف النفى والإيجاب adverbs of negation and affirmation :

e.g. yes, no, not, verily, never, etc.

٨- ظروف الاستفهام interrogative adverbs :

e.g. why, where, when, how

٩- ظروف الوصل (ظروف النسبة) relative adverbs :

e.g. why, where, when

★ ١- أحوال الكيفية Adverbs of Quality

هذه تبين كيف "How" تم الفعل:

e.g. Well, fast, gladly, pleasantly, quickly, slowly, gently, etc.

He ran **quickly**.

The patient felt **well** after taking his medicine.

وقد تستعمل كحال أو ظرف للجملة كلها Sentence adverb تعدل معنى الجملة كلها:

e.g. **Suddenly**, there was a piercing scream.

Gently, she caressed the weeping girl and made her smile.

لاحظ أن "so" و "together" يمكن استعمالهما كحال كيفية:

e.g. We worked **together**. معا، سويا

He cries **so** because he is hurt. هكذا

★٢- أحوال أو ظروف الدرجة Adverbs of Degree

هذه الأحوال تستعمل لبيان إلى أى مستوى أو إلى أى درجة كان الفعل أو الصفة أو الظرف، أى أنها تعدل فى الفعل أو الصفة أو الظرف بالقوة أو بالضعف.

weaker أضعف	**moderate متوسط**	**stronger أقوى**
a little	rather	very
a bit	fairly	positively
almost	pretty	too
hardly	**quite**	**quite**
scarcely		completely
any		entirely
no		totally
just		greatly
partly		absolutely
nearly		extremely
barely		much (too)
		a lot
		so
Fractions	**Fractions**	**Fractions**

مع الصفات adjectives:

e.g. The boxer was **a bit** (**rather, very**) strong.

مع الظروف adverbs:

e.g. She drove **a little** (**fairly, too**) fast.

مع الأفعال verbs:

e.g. I **almost** had an accident.
It **completely** went out of my mind.

مع صفات وظروف المقارنة Comparatives:

e.g. The doctor said that the patient was **no** better.
It was **a lot** easier the second time.

★★★ ملاحظات:

١- **Quite** تأتى بمعنيين: تماما = Completely و إلى حد ما = to a certain point

أ- "تمامًا" مع الصفات والظروف القوية المعنى، فتقويها أكثر، مثل:

unique, extreme, square, beautiful, excellent, perfect, awful, etc.

e.g. He is **quite** an *excellent* surgeon.
I am **quite** *certain* that he is innocent.

ب- "أكثر قليلا" أو "إلى حد ما" مع الصفات والظروف غير قوية المعنى، مثل:

pretty, good, cold, wet, useful, old, young, etc.

e.g. She is **quite** *pretty*. (But I have seen prettier.)
It is **quite** a *good* book. (But there are better books.)

٢- **Fractions** : يمكن استعمال الكسور كظروف للدرجة وهى تقوى أو تضعف المعنى حسب نسبة الكسر:

e.g. I am **ninety nine percent** sure that my answer is correct.
The theatre was **half** empty.
The bottle is **a third** full.

٣- **So** : قد تكون ظرف درجة أو حال كيفية أو حرف عطف أو ضمير غير محدد، ولها معان كثيرة:

أ- So مع الصفات أو الأحوال الأخرى يكون ظرف درجة Adv. of degree ، بمعنى (لدرجة أو إلى درجة أو إلى هذا الحد):

e.g. He was **so** *tired* that he could not eat.
It is not **so** *difficult* after all.
So *far*, you are right.

ب- So مع الأفعال يكون حال كيفية adverb of manner بمعنى (هكذا، كذلك):

e.g. He is a child and should be *treated* **so**.
He *behaved* **so** because he was angry.
It **so** *happened* that he was not present.

جـ- So حرف عطف conjunction بمعنى (لذلك، ولهذا السبب، وكانت النتيجة) ويستعمل لوصل جملتين؛ أحدهما سبب الأخرى reason ، أو نتيجة الأخرى result :

e.g. I felt tired (1), **so** I went home (2). (1 is the reason for 2)
He lost all his money (1), **so** he had to borrow from me (2).

(2 is the result of 1)

ء- So تستعمل كضمير بمعنى (ذلك، الأمر كذلك) وتحل محل جملة:

e.g. Will you be able to help us? I hope **so**.
(I will be able to help you)
They say he will marry. If **so**, I will give him a present.
(he marries)

هـ- So لها معان كثيرة فى عديد من الاصطلاحات idioms مثل:

e.g. In a year or **so** (فى خلال عام أو ما يقارب ذلك)
So help me God! (فليساعدنى الله، والله على ما أقول شهيد)
and **so** forth, and **so** on (الخ ... الخ، وهكذا باستمرار)
How are you? Oh, **so so**. (" متوسط، لست بخير تماما،)
So so! (أهكذا!)
That old **so** and **so** should be tried. هذا الـ (ألفاظ سباب) يجب محاكمته
So, what are we going to do today? ("ها" لفظ لاسترعاء الانتباه)

٤- **Just**

أ- ظرف درجة adv. of degree: بمعنى only أى "فقط":

e.g. She was not **just** plain, she was positively ugly.

ب- ظرف زمان adv. of time: بمعنى now أى "حالا أو فورا":

e.g. He has **just** arrived.

جـ- صفة نوعية adj. of quality: بمعنى عادل:

e.g. He was a **just** man.

٥- **too** لها استعمالان:

أ- كظرف درجة adv. of degree: بمعنى excessive أى "جدا أو أكثر من اللازم" وفى هذه الحالة تسبق الصفة أو الظرف الذى تعدل معناه:

e.g. That is **too** much.
There were **too** many mistakes.
He answered **too** carelessly.

ب- كظرف أو حال كيفية adv. of manner للإضافة بمعنى also أى "أيضا"، وفى هذه الحالة توضع فى نهاية الجملة:

e.g. I went there **too**.
I like oranges and apples **too**.
She plays the piano, and sings **too**.

٦- **Rather** و **Fairly**:

أ- الاثنان يعنيان moderately أى "متوسط أو نوعا ما" ولكن fairly تستعمل مع الظروف أو الصفات الحسنة، و rather مع الظروف أو الأحوال غير الحسنة:

e.g. He won his money **fairly** *honestly*.
He won his money **rather** *dishonestly*.

ب- مع الصفات أو الظروف المحايدة (ليست سيئة أو حسنة) يمكن استعمال أيهما، مع ملاحظة أن fairly تعبر عن الرضا، أما rather فتعبر عن عدم الرضا:

e.g. The food was **rather** *cold.*
The drinks were **fairly** *cold.*

جـ- يمكن استعمال rather مع الصفات الحسنة، وهنا يختلف معناها ليصبح very أى "جدا":

e.g. I thought that the bride was ugly but she was **rather** *beautiful.*

ء- يمكن استعمال rather للتعبير عن الدهشة:

e.g. I **rather** enjoyed the party.

أى كنت لا أتوقع الاستمتاع بالحفلة ولكنى فعلت.

★٣- ظروف التكرار والتردد Adverbs of Frequency

ظروف التكرار تبين عدد مرات تكرار الشيء أو نسبة حدوثه. وهى تتراوح بين حدوث الشيء دائما always أى بنسبة ١٠٠% أو عدم حدوثه إطلاقا never أى بنسبة صفر%

always	**100%**	every day, week, etc.
nearly always	↑	hourly, daily, weekly, etc.
very often, frequently		
often: generally usually normally		
sometimes	**50%**	
occasionally	↑	
seldom, rarely		
hardly ever, scarcely ever		once, twice, thrice,
never, not ever, (ever)	**0%**	three times, etc.

e.g. She **always** wins.
I have **never** been to Greece.
We have to pay the rent **monthly**.
How **often** do you go to the cinema?

★٤- أحوال التأكيد Adverbs of Certainty

تستعمل هذه الأحوال لتأكيد الأفعال أو الصفات أو الظروف، أو لتوضيح موقف أو رأى المتحدث مثل: certainly, surely, definitely, obviously, clearly, etc.:

e.g. They **certainly** worked hard. **Evidently**, they are not coming.
Obviously, he is guilty. She is **surely** pretty.

★٥- ظروف المكان Adverbs of Place

توضح مكان حدوث الحدث، مثل:

here, there, up, down, near, by, abroad, somewhere, downstairs, etc.

e.g. He travels **abroad** a lot. He is coming **here**.

★★ **لاحظ**: كثير من هذه الظروف تشبه حروف الجر prepositions، ولكن حروف الجر لابد أن يتبعها اسم أو ضمير.

e.g. He was standing **near**.(adv) قريبًا
He was standing *near* a tree.(prep) بقرب
She went **up**.(adv)
She went *up* the stairs.(prep)

★٦- ظروف الزمان Adverbs of Time

توضح زمان حدوث الفعل، مثل:

1) today, tomorrow, yesterday, now, then, lately, recently, ago, soon, next week, this morning, last evening, etc.
2) just, already, still, yet

ويلاحظ أن هذه الأفعال تؤثر على زمن فعل الجملة:

e.g. He *will come* **soon**. (future simple)
She *went* home **yesterday**. (past simple)
They *have not come* **yet**. (present perfect)
We *are studying* **now**. (present continuous)

★★ ملاحظات على ظروف الزمان Already, yet, still, just & ago:

١- **Yet** و **Already** يحددان فترة زمنية سابقة حتى الزمن الحاضر، وبالنسبة لـ yet فإن هذه الفترة على وشك الانتهاء، أما بالنسبة لـ already فقد انتهت من فترة وجيزة جدًا. وبذلك فإن yet تعنى "حتى الآن أو ما يزال" أما already فتعنى "سابقًا أو من فترة وجيزة"، ولذلك نستعمل معهما غالبًا زمن الحاضر التام Present perfect ، وقد يستعملا مع المضارع البسيط أو المضارع المستمر للإشارة إلى حالة مستمرة. وتستعمل yet غالبًا فى الاستفهام والنفى وتوضع فى آخر الجملة، أما already فتستخدم غالبًا فى الجمل المثبتة.

e.g. He *has* **already** *finished* his homework.
He *has not finished* his homework **yet**.
My brother *is* **already** *working*.
Is your son in hospital **yet**?

٢- **Still** تشبه yet بمعنى "لا يزال" ولكن مع فترة زمنية أطول إلى المستقبل، ولذلك نستعملها فى الجمل المثبتة ومع زمن حاضر مستمر أو حاضر بسيط.

e.g. He *is* **still** busy; he *has not finished* his work **yet**.

Are you **still** *living* in Alex?

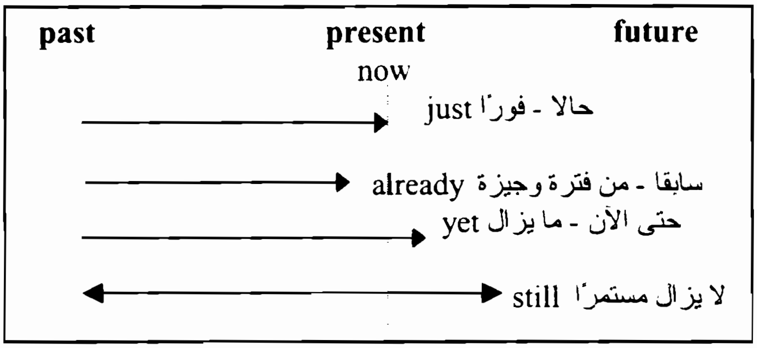
ويمكن استعمال still كظرف جملة يعدل معنى جملة كاملة وبمعنى "ومع هذا":

e.g. **Still**, *you ought to help him.*

٣- **Just** بمعنى "حالاً أو فوراً" ويستعمل معها غالبًا زمن المضارع التام Present perfect، وغالبًا فى جملة مثبتة:

e.g. He *has* **just** *arrived.*

وبذلك نجد أن الفرق الزمنى بين الظروف الأربعة السابقة يوضحها الشكل التالى:


past
present
future
now
just حالاً - فوراً
already سابقا - من فترة وجيزة
yet حتى الآن - ما يزال
still لا يزال مستمراً

٤- **Ago** بمعنى "منذ أو فى الماضى" ويستعمل معها فعل ماض Past، وتوضع فى آخر الجملة.

e.g. He *lost* his wife several years **ago**.

★٧- ظروف الاستفهام Interrogative Adverbs

تستعمل للسؤال عن فعل، وهى:

Why (لماذا): للسؤال عن سبب الفعل

e.g. **Why** did he go?

Where (أين): للسؤال عن مكان حدوث الفعل

e.g. **Where** did he go?

When (متى): للسؤال عن زمن حدوث الفعل

e.g. **When** did he go?

How (كيف): للسؤال عن كيفية حدوث الفعل

e.g. **How** did he go?

لاحظ: **How** (غالبًا بمعنى "كم؟") قد يأتى بعدها صفة adjective أو حال adverb:

e.g. **How long** will he stay?
How fast is your car?
How much did you pay?
How often do you go to the theatre?

★٨- ظروف النفى والإيجاب

Adverbs of Negation & Affirmation

بمعنى "نعم" أو "لا" لتوضيح النفى أو الإيجاب فى الجملة، وهى:

No, not, nay, never
Yes, yea, verily, certainly

e.g. **No**, I will **not** come.
I've **never** seen him.
Yes, he went abroad.

★٩- ظروف الوصل (النسبة) Relative Adverbs

تقوم هذه الظروف بعمل ظرف + حرف عطف Adverb + conjunction، وعادة تبدأ هذه الظروف عبارة تابعة subordinate clause فى الجملة المعقدة complex sentence، وهذه الظروف هى:

Why = for which الذى بسببه
Where = in/at which حيث
When = in/on which الذى فيه / عندما

e.g. The reason **why** he went back was to look for his eye-glasses.
Do you remember the day **when** we first met?
One day I am going to visit the town **where** I was born.

راجع فصل "الجملة والعبارة وشبه الجملة"

★★ تكوين الظروف Forming Adverbs

تتكون الظروف والأحوال بالطرق التالية:

١- تتكون معظم الأحوال والظروف (وخاصة أحوال الكيفية) من الصفات بإضافة "**ly**"، أى أن:

adjective + ly = adverb

e.g. bad → badly simple → simply
glad → gladly beautiful → beautifully
sudden → suddenly willing → willingly

لاحظ: أ- معظم الصفات المنتهية بـ "**ic**" يضاف إليها "**ally**":

e.g. heroic → heroically economic → economically
atomic → atomically hypnotic → hypnotically

ولكن لاحظ وجود بعض الشواذ مثل: public → publicly

ب- الصفات المنتهية بـ "**ly**" لا تتحول إلى ظروف لصعوبة نطقها بإضافة "ly" أخرى، مثل:

lovely, holy, friendly, silly, manly, womanly, ugly, etc.

وإذا رغبنا فى استعمال معناها ظرفيًا فعلينا أن نستعمل أحد التراكيب التالية:

e.g. She has a **lovely** voice. (adjective)
She sang **in a lovely way**. (adverb phrase)
His behaviour was **silly**. (adjective)
He behaved **in a silly manner**. (adverb phrase)

جـ- بعض الصفات لصعوبة نطقها بإضافة "**ly**" نستعملها ظرفيًا فى تركيب مثل:

e.g. The question was **difficult**, (adjective)
and he answered **with difficulty**. (adverb phrase)

ء- بعض الصفات تستعمل كظروف أو أحوال بدون تغيير شكلها، مثل:

hard, fast, fair, far, near, late, high, low, deep, etc.

“ly”: hourly, daily, weekly, monthly, yearly (not annually), early, kindly

e.g. He is a **hard** man. (adjective)
He works **hard**. (adverb)
I saw the film “My **Fair** Lady”. (adjective)
That wrestler does not play **fair**. (adverb)
The **early** bird catches the worm. (adjective)
He rose **early**. (adverb)

لاحظ أن بعض هذه الظروف يمكن إضافة “**ly**” إليها لتكوين أنواع ظروف أخرى، مثل:

hard → hardly   fair → fairly   pretty → prettily
late → lately   just → justly   near → nearly

e.g. He worked **hard**. (adv. of manner)
He **hardly** worked. (adv. of degree)
He played **fair**. (adv. of manner)
He was **fairly** intelligent. (adv. of degree)
He has **just** arrived. (adv. of time)
He was **justly** imprisoned. (adv. of manner)
She was **just** foolish. (adv. of degree)

هـ- بعض الصفات لا تتحول إلى ظروف ونستعمل كلمة أخرى، مثل:

good → well

e.g. His behaviour was **good**.
He behaved **well**.

٢- بعض الظروف لا يشترك معها فى الشكل أجزاء كلام أخرى، فهى ظروف فقط مثل:

very, too, here, there, yes, no, quite, rather, often, seldom, yet, etc.

٣- وبعضها يشترك فى الشكل مع حروف الجر، مثل:

in, out, up, down, above, below, through, etc.

e.g. He came **in**. (adverb)

He came **in** *the garage*. (preposition يتبعه اسم أو ضمير)

٤- بعض الظروف تتكون من أسماء nouns أو حروف جر prepositions بعد إضافة سوابق prefixes أو لواحق suffixes إليها:

-ways:	side → sideways	all → always
-wards:	back → backwards	down → downwards
-wise:	cross → crosswise	crap → crapwise
a-:	shore → ashore	side → aside

٥- بعض الظروف مركبة تتكون من كلمتين أو أكثر أى شبه جملة ظرفية adverb phrase:

e.g. next week, with pleasure, as a matter of fact, at first, etc.

Comparison of Adverbs مقارنة الظروف ★★

١- معظم الظروف المنتهية بـ "ly" تستعمل معها more و most:

	positive	**comparative**	**superlative**
e.g.	gently	more gently	most gently
	simply	more simply	most simply

٢- الظروف التى لها نفس شكل الصفة تقارن بنفس طريقتها:

e.g.	early	earlier	earliest
	hard	harder	hardest

٣- بعض الظروف لها مقارنات شاذة:

e.g.	well	better	best
	badly	worse	worst

٤- بعض الظروف تستعمل معها مقارنات الصفة فى الكلام العامى (المنطوق) كما قد تستعمل الصفة بدلا من الظرف فى الكلام العامى أيضا، مثل:

loudly, cheaply, quickly, slowly, etc.

e.g. Come **quick** (*quickly*). He spoke **loud** (*loudly*).
He shouted **louder** (*more loudly*) than his brother.
She ran **quickest** (*most quickly*).

Agreement of Adverbs توافق الظروف ★

لا يتغير شكل الظرف adverb إطلاقا مهما كان شكل الفعل أو الصفة أو الظرف الذى يدخل عليه ليعدل معناه.

★★ مكان الظرف فى الجملة Position of Adverb

يختلف مكان الظرف فى الجملة حسب نوعه:

أ- أحوال الكيفية Adverbs of manner:

١- بعد الفعل اللازم (غير المتعدى) intransitive verb:

e.g. She *danced* **well**. He *walked* **slowly**.

٢- بعد المفعول به object عندما يكون الفعل متعديًا transitive verb:

e.g. They speak *English* **fluently**. He opened *the door* **slowly**.

٣- قبل الفعل (غالبًا) إذا كان المفعول به طويلا:

e.g. He **angrily** denied *that he stole the book*. (object = noun clause)

She **cruelly** killed *the old black and white cat*.

٤- مع الأفعال المذيلة (التى يضاف إليها حرف جر أو ظرف) tailed verbs يوضع الظرف قبل الجزيء المضاف، أو بعد المفعول به:

e.g. He *looked* **angrily** *at* me. (before the particle)

He looked at *me* **angrily**. (after the object)

She *searched* **carefully** *for* her purse. (before the particle)

She searched for *her purse* **carefully**. (after the object)

٥- well و badly يمكن استعمالهما كما سبق، كما يمكن وضعهما قبل اسم الفاعل present participle أو اسم المفعول past participle:

e.g. He has been **badly** *treated*.

She was **well** *educated*.

ب- ظروف المكان Adverbs of place:

توضع عادة فى آخر الجملة بعد الفعل أو بعد المفعول به:

e.g. It happened **here**.

She is cleaning the silver **downstairs**.

جـ- ظروف الزمان Adverbs of time:

سوف نقسم ظروف الزمان إلى ثلاث مجموعات لسهولة الشرح:

١- المجوعة الأولى (1): وتضم معظم ظروف الزمان، مثل:

today, tomorrow, eventually, lately, recently, now, soon, etc.

توضع هذه الظروف غالبًا فى آخر الجملة وفى بعض الأحيان فى أولها:

e.g. They arrived **yesterday**. (End position)

Tomorrow, we shall all go fishing. (Front position)

٢- المجموعة الثانية (2) وتتكون من: just, still, (already)

وتوضع هذه الظروف قبل الفعل البسيط أو بعد الأفعال المساعدة:

e.g. She **still** *plays* tennis.

He *has* **just** arrived.

They *are* **already** eating.

٣- المجموعة الثالثة (3) وتتكون من: ago, yet, (already)

توضع هذه الظروف فى آخر الجملة:

e.g. He died ten years **ago**.
He hasn't arrived **yet**.
They are eating **already**.

ء- ظروف التكرار والتردد Adverbs of frequency:

سوف نقسمهما إلى مجموعتين لسهولة الشرح:

١- المجموعة الأولى (1) وتضم معظم هذه الظروف مثل:

always, continually, frequently, occasionally, often, periodically, repeatedly, usually, once, twice, etc.

يمكن لظروف هذه المجموعة أن تكون فى أول الجملة (Front position) أو فى آخر الجملة (End position) أو تأخذ وضعا وسطيا (Mid position) مثل المجموعة الثانية:

e.g. **Frequently**, I go to work before 7 o'clock. (Front position)
I go to work before 7 o'clock **frequently**. (End position)
I **frequently** go to work before 7 o'clock. (Mid position)

٢- المجموعة الثانية (2) بمعنى أبدًا أو نادرًا، وتضم:

never, ever, hardly ever, rarely, seldom, etc.

تأخذ هذه الظروف وضعًا وسطيًا فى الجملة (Mid position) كالآتى:

- قبل الأفعال البسيطة ماعدا to be فتكون بعده:

e.g. He **never (sometimes)** *speaks* French.
He *is* **seldom (often)** here.

- بعد الفعل المساعد فى الأفعال المركبة:

e.g. He *has* **never (occasionally)** studied French.
She *will* **never (always)** love him.

- قبل used to و have to:

e.g. He **seldom (frequently)** *have to* wake up all night.
She **never (periodically)** *used to* sleep much.

هـ- ظروف التأكيد Adverbs of certainty:

هذه أماكنها مثل ظروف التكرار والتردد:

- فى أول الجملة (Front position):

e.g. **Certainly,** I will return.

- فى آخر الجملة (End position):

e.g. I will return **certainly**.

- فى وسط الجملة (Mid position):

e.g. He **evidently** *came* home yesterday. (after simple verbs)

She *is* **obviously** here. (after simple verb to be)
They *will* **surely** help you. (after helping verbs)
I **clearly** *have to* work harder. (before "used to" & "have to")

و- ظروف الدرجة Adverbs of degree:

تأتى هذه الظروف قبل الصفة أو الظرف الذى تحدد درجته، ماعدا enough فتأتى بعده:

e.g. They considered her **extremely** *foolish.*
That is **quite** *interesting.*
It is **too** *good* to be true.
He is *rich* **enough** to buy the Pyramids.

وكذلك قد تحدد بعض هذه الظروف مثل quite, just, only, enough درجة فعل أو اسم وتأتى بنفس المكان:

e.g. He is **quite** *a man.*
Ali **almost** *loved* her.
She was *woman* **enough** to feel jealous of his work.

ز- ظروف الاستفهام Interrogative adverbs وظروف النفى والإيجاب Negation and affirmation:

تأتى فى أول الجملة:

e.g. **Where** have you been?
Yes, I like him. **No**, he came late.

ح- ظروف الوصل Relative adverbs:

تأتى فى أول العبارة التابعة مثل ضمائر الوصل:

e.g. He was asleep at the time **when** I arrived.

ط- ظروف الكيفية والزمان والمكان معًا:

١- إذا وجدنا هذه الظروف الثلاثة معًا فى آخر الجملة فيكون ترتيبها هكذا:

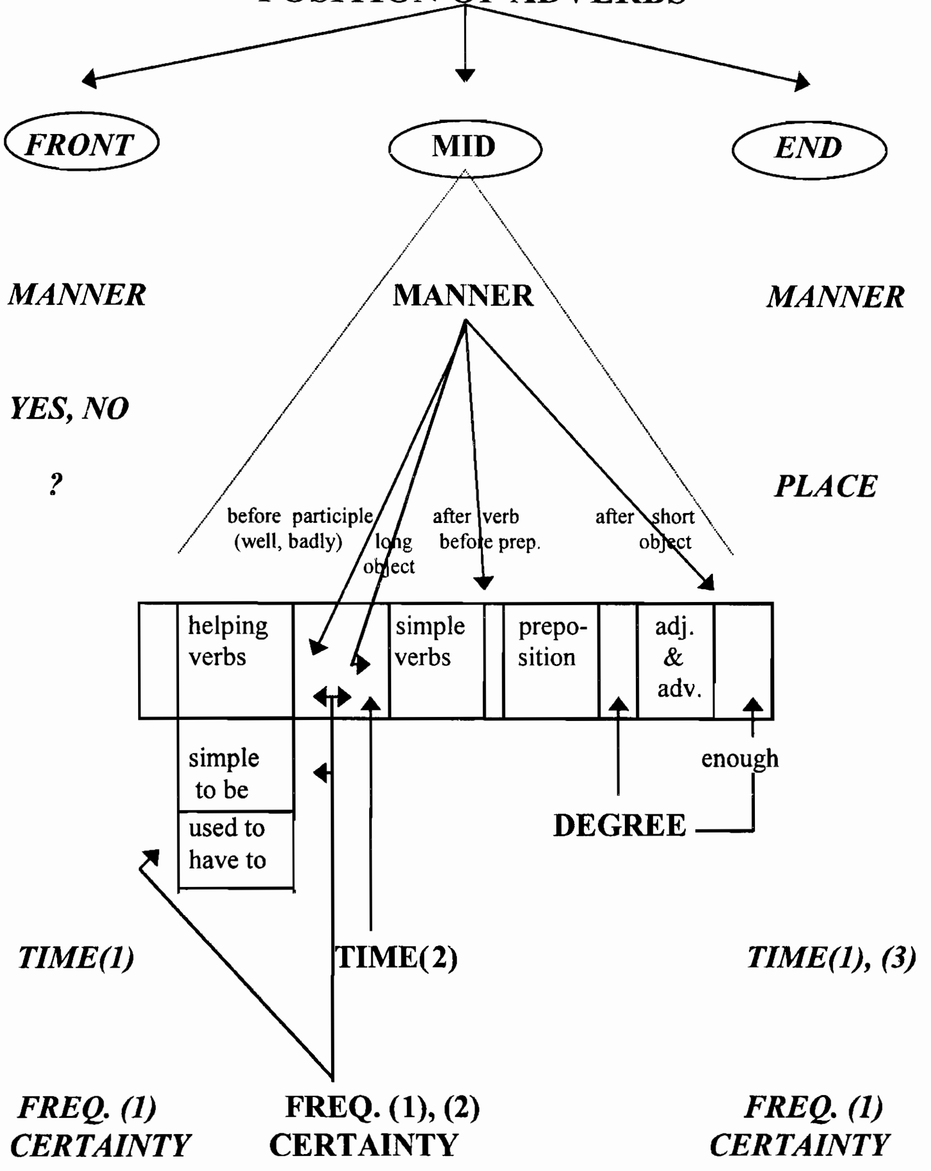
manner → place → time

e.g. They stayed **together** (M) **there** (P) **yesterday** (T).
He walked **slowly** (M) **in the garden** (P) **at 1 a. m.** (T)

٢- فى حالة وجود أكثر من ظرف زمان أو أكثر من ظرف مكان فى آخر الجملة: نضع الظرف الأكثر تخصيصًا أولا والأكثر شمولاً فى الآخر:

e.g. He arrived **punctually** (M) **at the airport** (P) **at 8 p.m.** (T1) **on New Year's Eve** (T2) **in the year 1996** (T3).

POSITION OF ADVERBS


FRONT
MID
END
MANNER
MANNER
MANNER
YES, NO
?
PLACE
before participle
(well, badly)
long
object
after verb
before prep.
after short
object
helping
verbs
simple
verbs
prepo-
sition
adj.
&
adv.
simple
to be
used to
have to
enough
DEGREE
TIME(1)
TIME(2)
TIME(1), (3)
FREQ. (1)
CERTAINTY
FREQ. (1), (2)
CERTAINTY
FREQ. (1)
CERTAINTY

Time (1): today, tomorrow, eventually, lately, recently, now, soon, etc.
Time (2): just, still, (already)
Time (3): ago, yet, (already)
Frequency (1): always, frequently, continually, often, usually, once, etc.
Frequency (2): never, ever, hardly ever, seldom, rarely, etc.

★★★ ملاحظات على استعمال الأحوال والظروف Adverbs:

١- لاحظنا أن الحال أو الظرف قد يأخذ أماكن مختلفة فى الجملة. وقواعديًا قد تكون الجملة صحيحة ولكن المعنى قد يختلف كثيرًا. ولذلك فلابد من استعمال قاعدتين:

١- قاعدة القرب Rule of proximity : وتنص على وضع الكلمات الوثيقة الصلة أقرب ما يمكن لبعضها البعض.

٢- استعمال العقل و المنطق.

لاحظ مكان الظرف فى الجمل التالية، وما سببه من اختلاف المعنى. والمكان المناسب هو الذى يعطى المعنى الذى تقصده بالضبط:

e.g. **Only** George came to see me.
George came **only** to see me.

فالجملة الأولى معناها أن جورج فقط هو الذى حضر ولم يحضر شخص آخر، أما فى الجملة الثانية فمعناها أن السبب الوحيد لحضور جورج هو لرؤيتى وليس لغرض آخر.

e.g. She answered the question **stupidly**.
She **stupidly** answered the question.

فالجملة الأولى تعنى أنها أجابت على السؤال بغباء أى أن إجابتها كانت خاطئة. أما الجملة الثانية فتعنى أنه كان من الغباء أن تجيب أساسًا (لأنها أفشت سرًا مثلا).

أمثلة أخرى:

e.g. 1. He hit the ball **quickly** while the goal-keeper was running.
He hit the ball while the goal-keeper was running **quickly**.
2. The maintenance man has **just** been called to repair two machines. (حالا)
The maintenance man has just been called to repair **just** two machines. (فقط)

٢- عندما تأتى بعض الظروف فى أول الجملة (غير مكانها الطبيعى) نستعمل صيغة الاستفهام أى بعكس inversion مكان الفاعل والفعل المساعد:

أ- الظروف التى تعطى معنى النفى أو الندرة:

never, seldom, rarely, scarcely ..... when, hardly ..... when, no sooner ..... than, in no circumstances, nowhere, only by, etc.

ب- So ..... that

جـ- مع بعض الظروف الأخرى مثل ظروف المكان أو التكرار لإعطاء معنى درامى قوى، وفى هذه الحالة قد يعكس الفعل البسيط بدون استعمال فعل to do:

e.g. **Never** have I seen such a storm!
Seldom did he go fishing without landing a good fish.
No sooner did he lay eyes on her than he proposed.
Only by sheer will power did he succeed.
Nowhere did I see such a massacre!
So angry was he that he couldn't speak.

Dramatic use:

Here was I all ready to go, and no taxi in sight!
Up went the rocket, and **up** went the cheers!
Often did he fail, but **never** did he give up!
Twice was he knocked down before he accepted defeat.

Exercises

★★I. What kind of adverbs are those in black?

1. Those who work **hard always** succeed.
2. She rises **early** to water her flowers.
3. Where is Mohamed? He's playing around.
4. The boxer in black doesn't play **fair**.
5. That was **fairly** easy once you knew how to do it.
6. The fireman was **severely** burned.
7. We must stay **indoors today** as it is raining **heavily**.
8. He went **too far** this time and got himself tired.
9. I've **never** seen him before in my life.
10. She accepted the gift **gratefully**.

★★II. Complete the following sentences using suitable adverbs of the kind given between brackets:

1. He was punished ..... (manner).
2. The old man walked ..... (manner).
3. It was raining ..... (time).
4. Will you go ..... please. (place).
5. How are you? I'm ..... well, thank you. (degree).
6. He was .... to blame. (certainty).
7. He is .... my friend. (time).
8. The girl danced ..... (manner).
9. We ..... have breakfast at 7. a.m. (frequency).
10. ..... did you hit him? (interrogative for reason).

★★III. Rewrite the following sentences correctly:

1. This girl dances graceful.
2. That boy looks intelligently.
3. Go back as quick as you can.
4. Write your answers as clear as possible.
5. The tea tastes bitterly.
6. The singer sang lovely.
7. I didn't go nowhere yesterday.
8. He answered difficulty.
9. She stared at me unfriendly.
10. This perfume smells nicely.

★IV. Put adverbs in the blank spaces in the following sentences; and say whether each adverb shows How or Where or When the action expressed by the verb was done:

1. You are studying too .....
2. The boy spoke .....
3. I'll finish the work .....
4. Open the window .....
5. Come ..... , I want to speak to you.
6. Why did you go .....?
7. The children played .....
8. I did my homework.....
9. I shall do my homework .....
10. The birds sang .....

★V. Make adverbs from the following adjectives:

1. bad 2. good 3. quick 4. slow 5. beautiful 6. fast 7. hard 8. early 9. helpful 10. fair.

★VI. Find the adverbs in the following sentences:

1. The teacher spoke slowly.
2. The children played noisily.
3. I went to the cinema yesterday.
4. Come here!
5. The door opened slowly and the President walked in.
6. She sang sweetly.
7. Samy worked hard and did the exercises well today.
8. I met Fahmy yesterday and we agreed to meet again tomorrow.
9. He ran fast and caught the ball.
10. He was very angry with his son.

★★VII. Complete the following sentences with an adverb of the kind indicated in brackets:

1. He was ..... anxious about the danger of fire. (frequency)
2. He was ..... anxious about the danger of fire. (degree).
3. That route is ..... bumpy. (degree).
4. He has left his glasses ..... (place)
5. We ..... go to Alex for the summer. (frequency)
6. We shall .... submit to oppression. (negation)
7. I arrived the moment the curtain was falling ..... (place)
8. He was ..... tired to take his shoes off. (degree)
9. Will you be ..... (place) ..... (time)?
10. You are a ..... unlucky person. (degree)
11. Have you ......gone to the circus? (frequency)
12. The door stood ..... open. (degree)
13. The teacher spoke ..... to the boy. (manner)
14. They sent him to a nursing home ..... he would be taken care of. (relative)
15. Youssef is still working, he hasn't retired ..... (time)
16. How ..... have the holidays passed ! (manner)
17. It's ..... a nice day. (degree)
18. You're looking ..... cheerful this morning. (degree)
19. The soup was ..... cold but the drinks were ..... good. (degree)
20. The money is ..... here if you want it. (time)

★★VIII. Use the correct form of the adverb for these sentences:

1. He was (severe) punished.
2. Kamel works (hard) than all the others.
3. He was punished (severe) than the other students.
4. The motorist drove (fast) than anybody else.
5. She danced (gracefully) than her sister.
6. Do you think I've acted (rash) in this matter?
7. They behaved (bad) but Samir behaved the (bad).
8. Couldn't you drive a bit more (careful).
9. She woke up (early) than the rest of us.
10. I can't hear you, would you speak (loud).

★★IX. Put the adverbs in brackets in their correct position in the sentence:

1. We go (usually, in summer, to Alex).
2. Has Lina arrived? (yet, at the office).
3. He behaved (well, very, yesterday).
4. She broke her leg (Last year, twice).
5. He is (here, before nine o'clock, seldom).
6. They met (yesterday, at noon, by the bridge).
7. He arrived to have a front seat (enough, early).
8. He was injured (badly, yesterday, at the stadium).
9. I have to do (better, clearly, next time).
10. The criminal used to hide (here, obviously).

الفصل السادس

الأفعال VERBS

اشتقت كلمة Verb بمعنى "فعل" من الكلمة اللاتينية Verbum بمعنى "الكلمة". وقد يكون ذلك لأن أى جملة فى اللغة الإنجليزية لابد أن تحتوى على فعل بعكس اللغة العربية التى يوجد بها جمل اسمية لا تحتوى على فعل.

فجملة مثل: "الرجال شجعان" لابد لها من فعل فى اللغة الإنجليزية وهو عادة فعل الكينونة to be:

Men **are** brave

★ **تعريف: الفعل Verb هو كلمة تعبر عن نشاط ظاهر action، أو نشاط غير ظاهر hidden action أو حالة وجودية أو كينونة state of being:**

e.g.	Ali **is** a doctor. (state of being)	على طبيب
	He **treats** people. (action)	هو يعالج المرضى
	He **knows** much. (hidden action)	هو يعلم الكثير
	He **goes** to his hospital by car. (action)	هو يذهب لمستشفاه بالسيارة

ومعظم الأفعال أفعال نشاط ظاهر action أو إرادى voluntary، وقليل منها يبين حالة وجودية أو النشاط فيها غير ظاهر أو لا إرادى involuntary. وفيما يلى بيان بأشهر تلك الأفعال لأنها يندر استعمالها فى الأزمان المستمرة Continuous (progressive) tenses (أنظر فصل الأزمان):

أ - فعل الكينونة: to be

ب- أفعال الحواس مثل: see, smell, hear, feel, sound

جـ- أفعال بمعنى "يبدو" مثل: seem, appear, look, sound,

ء- أفعال بمعنى "الاستمرار" مثل: keep, hold, remain, stay

هـ- أفعال عقلية (التفكير والاعتقاد والحب والكره، الخ) مثل:

e.g. think, know, believe, care, concern, like, love, dislike, hate, expect, forgive, forget, remember, matter, mean, (not) mind, notice, prefer, realise, recognise, refuse, accept, suppose, trust, understand, want, wish, etc.

و- أفعال بمعنى "يصبح" مثل: become, grow, get, turn, fall

ز- أفعال القياس والوزن مثل: measure, weigh, span

ح- أفعال أخرى مثل الامتلاك أو التكون مثل:

e.g. consist (of), own, owe, have (= possess), etc.

Exercises

★I. Pick out the verbs from the following sentences:

1. The boys are playing.
2. The teacher has given us some homework .
3. Youssef climbed a tall tree.
4. The sun is shining.
5. I will see you tomorrow.
6. I can read without glasses.
7. The train was late.
8. She may come tomorrow.
9, You should do your best.
10. The girls are pretty.

★II. Pick out the verbs in the following sentences and tell what they do (express an action or tell a state of being):

1. The girl laughed.
2. Ali is tired.
3. Mary was pleased.
4. Fish swim in water.
5. I wrote a letter.
6. The teacher is good.
7. My dog is very clever.
8. 1 saw a picture.
9. The woman washed the dirty clothes in the washing machine.
10. They were authentic.

Conjugation of verbs تصريف الأفعال★

تصريف الفعل هو معرفة التغيرات التى تطرأ عليه من ناحية الشكل أو التركيب حسب زمنه tense وبناءه voice وصيغة الفعل mood وتوافقه مع فاعله agreement:

١- **زمن الفعل Tense:** أى كونه حدث فى الماضى، أو يحدث الآن فى الحاضر، أو سوف يحدث فى المستقبل:

e.g. He **eats**. He **ate**. he **will eat**.

٢- **بناء الفعل Voice:** بمعنى هل هو مبنى للمعلوم active voice ، أو مبنى للمجهول passive voice:

e.g. He **eats** meat. (active) Meat **is eaten** by him. (passive)

٣- **أسلوب أو صيغة الفعل Mood:** أى طريقة استعماله فى الجملة بمعنى هل هو أسلوب إثبات affirmative ، أو أسلوب نفى negative ، أو استفهام interrogative ، أو شرط conditional ، أو أمر imperative ، الخ...

e.g. He **eats**. (affirmative or statement)

He **does not eat**. (negative)
Does he **eat**? (interrogative or question)
If he **eats**, he will grow up. (conditional)
Eat! (imperative or command)

٤- توافق الفعل Concord or Agreement: أى مناسبة الفعل لشخص person ، وعدد number الفاعل:

e.g. 1 st person singular المتكلم المفرد: I am, I was
1 st person plural المتكلم الجمع: We are, We were
2 nd person singular المُخاطَب المفرد: You are, You were
2 nd person plural المُخاطَب الجمع: You are, You were
3 rd person singular الغائب المفرد: He (she, it) is, He (she, it) was
3 rd person plural الغائب الجمع: They are, they were

ولكى نستطيع تصريف الأفعال، لابد لنا من دراسة:
١- أشكال الفعل Forms of Verbs
٢- مجموعات الأفعال Groups of Verbs

★أشكال الفعل Forms of Verbs

للفعل ستة أشكال:

١- المصدر The Infinitive:

ويتكون من الكلمة الأساسية للفعل base بالإضافة إلى كلمة to التى تسبقه، وقد يستعمل بدون to ويسمى فى هذه الحالة بالمصدر العارى bare infinitive:

e.g. (to) play, (to) sing, (to) be

٢- المضارع أو الحاضر The Present:

وهو نفس شكل المصدر بدون to ، ماعدا فعل to be فله شكلان: am مع I ، و are مع الفاعل الجمع:

e.g. play, sing, am (are)

٣- المضارع مع الغائب المفرد The Present with 3rd person singular:

أو شكل (-s) لأنه يتكون من المضارع بإضافة حرف s إلى نهاية الفعل. (ما عدا الأفعال المحدودة الخاصة Special Finites فلها شكل خاص أو ليس لها هذا الشكل):

e.g. **plays, sings, is**

٤- الماضى The Past:

ويتكون عادة بإضافة حرفى (-ed) لنهاية الفعل المضارع. (ماعدا الأفعال الشاذة irregular verbs ، والأفعال المحدودة الخاصة special finites فلها أشكال خاصة يجب حفظها):

e.g. **played**, sang, **was (were)**

٥- اسم المفعول The Past Participle:

ويسميه البعض شكل (‎-ed‎) لأنه يشبه الماضى فى التركيب. (ماعدا الأفعال الشاذة والأفعال المحدودة الخاصة فلها أشكالها الخاصة التى يجب حفظها):

e.g. play**ed**, sung, **been**

٦- اسم الفاعل The Present Participle:

ويسمى بشكل (‎-ing‎) لأنه يتكون بإضافة ‎-ing‎ إلى أساس الفعل:

e.g. play**ing**, sing**ing**, be**ing**

1 **Infinitive (base)**	2 **Present**	3 **Present 3rd person** -s form	4 **Past**	5 **Past Participle -ed** form	6 **Present Participle -ing** form
(to) **play**	play	plays	play**ed**	play**ed**	play**ing**
(to) **sing**	sing	sings	sang	sung	sing**ing**
(to) **be**	**am, are**	**is**	**was, were**	**been**	be**ing**

ملاحظات:

١- كل الأفعال لها هذه الأشكال الستة ماعدا:

أ- الفعل المحدود الخاص to be له ثمانية أشكال هى:

1. to be 2. am, are 3. is 4. was, were 5. been 6. being

ب- الأفعال المحدودة الخاصة الآتية لها شكلان فقط:

2. present	**4. past**
will	would
shall	should
can	could
may	might

جـ- الأفعال المحدودة الخاصة التالية لها شكل واحد فقط:

2. present	**4. past**
must	
ought to	
	used to

ء- الأفعال المحدودة الخاصة need , dare ليس لها شكل المضارع المفرد (‎-s form‎) عندما تستعمل كفعل محدود خاص، ويوجد لها هذا الشكل عندما تستعمل كفعل عادى.

٢- فيما عدا مجموعة الأفعال المحدودة الخاصة فكل الأفعال لها الأشكال الستة. ويتكون المضارع من أساس الفعل، ويتكون المضارع مع المفرد الغائب بإضافة حرف s ، ويتكون اسم الفاعل بإضافة الحروف **ing** . ولذلك عند حفظ تصريف الأفعال نجد أننا نحفظ ثلاثة أشكال رئيسية فقط هى: المضارع present، والماضى past، واسم المفعول past participle لأنه يمكننا استخراج الأشكال الأخرى من أساس الفعل base الذى هو المصدر infinitive بدون to:

e.g.	**Present**	**Past**	**Past Participle**
	smile	smiled	smiled
	bring	brought	brought
	rise	rose	risen

ولهذا نجد لاسم المفعول .Past part اسم مشهور فى مدارسنا هو "التصريف الثالث".

٣- أشكال المضارع والماضى تسمى الأفعال المحدودة Finite verbs لأنها محددة بشكل الفاعل فى الإفراد والجمع والشخص، وكذلك يتغير شكلها فى الماضى عن الحاضر. وهذه الأفعال يمكنها تكوين مُسند predicate (أى ما يُسند للفاعل فعله) فى جملة بمفردها.

أما أشكال المصدر infinitive واسم المفعول past participle واسم الفاعل present participle فتسمى بالأفعال غير المحدودة Non-finites or Infinites لأن شكلها ثابت لا يتغير بفاعل الجملة ولا بزمنها، ولا يمكنها تكوين مسند جملة بمفردها.

والأفعال المركبة التى تتكون من أكثر من كلمة واحدة أفعال محدودة لأنها تتكون عادة من فعل محدود خاص (فعل مساعد) أو أكثر وفعل غير محدود:

e.g. Dina **is** *playing*. (**finite** + *non-finite*)
He **has** *gone* home. (**finite** + *non-finite*)

وبذلك يمكننا القول بأن: **الفعل المحدود Finite verb هو الفعل الذى له زمن.**

Exercises

★III. Make the following sentences singular (Begin the sentences with "He", "She", or "It" and make the necessary changes):

1. They sit at the window and watch the traffic.
2. Birds build their nests in summer and fly to the south in winter.
3. They live in small houses which have only three rooms.
4. Our friends leave for Alex at four today.
5. The boys wake up at seven o'clock, wash, dress and run quickly into the dinning room for breakfast.
6. They go to school every day.
7. Bad students never work hard.
8. Big fish eat smaller fish.
9. Mothers cook food for their families.
10. The babies cry when they are hungry.

★مجموعات الأفعال Verb Groups

تنقسم الأفعال حسب تصريفها إلى ثلاثة مجموعات:

١- الأفعال العادية أو القياسية Ordinary or Regular or Weak Verbs

٢- الأفعال الشاذة Irregular or Strong Verbs

٣- الأفعال المحدودة الخاصة Special Finites

١- الأفعال العادية أو القياسية Regular Verbs

هذه هى غالبية أفعال اللغة الإنجليزية. وتُكون أشكالها الستة بطريقة قياسية موحدة وذلك بإضافة ed- إلى نهاية الفعل المضارع لتكوين شكلى الماضى past واسم المفعول past participle (التصريف الثالث):

e.g.

المعنى	Present	Past	Past Participle
يسأل	ask	asked	asked
يلعب	play	played	played
يحب	love	loved	loved

وفى هذه الأفعال العادية نجد أنه يمكننا تكوين جميع أشكال الفعل من شكل المصدر أو شكل الفعل المضارع.

٢- الأفعال الشاذة Irregular Verbs

تكون هذه الأفعال شكل الماضى past وشكل اسم المفعول past participle بأحد الطرق الآتية:

أ- تغيير حروف العلة vowels:

e.g.

المعنى	Present	Past	Past Participle
يأكل	eat	ate	eaten
يغنى	sing	sang	sung

ب- عدم التغيير بالمرة:

e.g.

المعنى	Present	Past	Past Participle
يقطع	cut	cut	cut
يغلق	shut	shut	shut

جـ- إضافة حرف t- بدلا من ed-:

e.g.

المعنى	Present	Past	Past Participle
يحلم	dream	dreamt	dreamt

يحرق، يحترق	burn	burnt	burnt

ء- استعمال أجزاء من أفعال مختلفة الأصل:

e.g.

المعنى	Present	Past	Past Participle
يذهب	go	went	gone

وفيما يلى بيان بأهم الأفعال الشاذة مرتبة فى مجموعات متشابهة لسهولة حفظها:

المعنى	Present	Past	Past Participle
يقدم عطاء	bid*	bid	bid
ينفجر	burst	burst	burst
يقذف	cast	cast	cast
يكلف	cost	cost	cost
يقطع	cut	cut	cut
يضرب	hit	hit	hit
يؤذى	hurt	hurt	hurt
ينسج (تريكو)	knit	knit	knit
يدع	let	let	let
يضع	put	put	put
يقرأ	read	read	read
يضع، يغرب، يبدأ	set	set	set
يذرف	shed	shed	shed
يغلق	shut	shut	shut
يشق	split	split	split
ينتشر، ينشر	spread	spread	spread
يدفع (إلى الأمام مثلا)	thrust	thrust	thrust
ينزف	bleed	bled	bled
يربى	breed	bred	bred
يغذى	feed	fed	fed
يهرب	flee	fled	fled
يسرع	speed	sped	sped
يزحف، يتسلل	creep	crept	crept
يحس	feel	felt	felt
يحفظ	keep	kept	kept
يركع	kneel	knelt	knelt
يقابل	meet	met	met
ينام	sleep	slept	slept

يكنس، يكتسح	sweep	swept	swept
يبكى	weep	wept	wept
يشق	cleave	cleft	cleft
يقود	lead	led	led
يترك	leave	left	left
يثنى	bend	bent	bent
يُقرض	lend	lent	lent
يمزق	rend	rent	rent
يرسل	send	sent	sent
ينفق	spend	spent	spent
يبنى	build	built	built
يسكن	dwell	dwelt	dwelt
يشم	smell	smelt	smelt
يحرق، يشتعل	burn	burnt	burnt
يتعامل	deal	dealt	dealt
يحلم	dream	dreamt	dreamt
يستند	lean	leant	leant
يتعلم	learn	learnt	learnt
يعنى، يقصد	mean	meant	meant
يتعلق، يلتصق	cling	clung	clung
يحفر	dig	dug	dug
يقذف (بقوة)	fling	flung	flung
يطوح (يقذف بالمقلاع)	sling	slung	slung
يتسلل (خلسة)	slink	slunk	slunk
يغزل، يدور	spin	spun	spun
يلتصق	stick	stuck	stuck
يلدغ	sting	stung	stung
يضرب، يقرع	strike	struck	struck
يتأرجح، يؤرجح	swing	swung	swung
يعصر، يلوى	wring	wrung	wrung
يحضر	bring	brought	brought
يشترى	buy	bought	bought
يحارب، يتعارك	fight	fought	fought
يبحث	seek	sought	sought
يفكر	think	thought	thought
يمسك (شئ متحرك)	catch	caught	caught
يُعلم	teach	taught	taught

يربط	bind	bound	bound
يجد	find*	found	found
يطحن، يسحق	grind	ground	ground
يلف	wind*	wound	wound
يضع، يبيض	lay*	laid	laid
يدفع (نقود)	pay	paid	paid
يقول	say	said	said
يبيع	sell	sold	sold
يخبر	tell	told	told
يبدأ	begin	began	begun
يشرب	drink	drank	drunk
يرن، يدق (جرس)	ring	rang	rung
ينكمش	shrink	shrank	shrunk
يغنى	sing	sang	sung
يغرق (للأشياء)	sink	sank	sunk
يسبح	swim	swam	swum
ينهض	arise	arose	arisen
يقود، يسوق	drive	drove	driven
يركب، يمتطى	ride	rode	ridden
يشرق، يرتفع	rise	rose	risen
يكتب	write	wrote	written
يهب، ينفخ	blow	blew	blown
يطير	fly	flew	flown
ينمو، يزرع	grow	grew	grown
يقذف	throw	threw	thrown
يكسر	break	broke	broken
يتكلم	speak	spoke	spoken
يسرق	steal	stole	stolen
ينسج (قماش)	weave	wove	woven
يقص الحشائش	mow	mowed	mown
يخيط	sew	sewed	sewn
يبين، يُظهر	show	showed	shown (showed)
يبذر (البذور)	sow	sowed	sown
يأمر	bid*	bade	bidden
ينهى، يمنع	forbid	forbade	forbidden
يغفر، يسامح	forgive	forgave	forgiven
يعطى	give	gave	given

يتحمل، تحمل (الأنثى)	bear	bore	born (e)
يقسم، يشتم	swear	swore	sworn
يمزق	tear	tore	torn
يلبس، يتعب	wear	wore	worn
يهجر	forsake	forsook	forsaken
يهز	shake	shook	shaken
يأخذ	take	took	taken
ينسى	forget	forgot	forgotten
يحضر، يحصل على	get	got	got (gotten)
يدوس، يمشى على	tread	trod	trodden
يختار	choose	chose	chosen
يتجمد	freeze	froze	frozen
يأتى	come	came	come
يجرى	run	ran	run
يعلق، يشنق	hang	hung (hanged)	hung (hanged)
يسمع	hear	heard	heard
يختبئ، يخبئ	hide	hid	hid (hidden)
يمسك	hold	held	held
يكذب	lie*	lied	lied
يوق، يضيئ	light	lit	lit
يفقد	lose	lost	lost
يصنع	make	made	made
يبرق، يلمع	shine	shone	shone
يُلبس حذاء (يحتذى)	shoe	shod	shod
يطلق (رصاص)	shoot	shot	shot
يقف	stand	stood	stood
يكسب	win	won	won
يستيقظ	awake	awoke	awaken
يعض، يقضم	bite	bit	bitten
يشد، يرسم	draw	drew	drawn
يأكل	eat	ate	eaten
يسقط، يقع	fall	fell	fallen
يرى	see	saw	seen
يقتل، يذبح	slay	slew	slain
يذهب	go	went	gone
يرقد	lie*	lay	lain
يوقظ	wake*	woke	waken

***لاحظ مجموعات الأفعال التالية:**

1. wake, woke, waken (إنجليزى)
   wake, waked, waked (أمريكى)
2. bid, bid, bid يقدم عطاء
   bid, bade, bidden يأمر
3. lie, lied, lied يكذب
   lie, lay, lain يرقد
   lay, laid, lain يضع، يبيض
4. find, found, found يجد
   found, founded, founded يؤسس
5. wind, wound, wound يلف
   wound, wounded, wounded يجرح
6. bet, burn, dream, dwell, lean, leap, learn, light, hang
   يمكن تصريفها التصريف العادى بإضافة (-ed)

٧- الأفعال المشتقة من أفعال أخرى بإضافة سوابق prefixes أو لواحق suffixes تصرف مثل الفعل الأصلى:

e.g. a**wake**, be**come**, be**hold**, broad**cast**, for**give**, be**lie**, for**bid**, over**take**, under**go**, under**stand**, fore**tell**, etc.

٨- الأفعال المخترعة حديثا تصرف بطريقة قياسية:

e.g. telex, telexed, telexed يرسل رسالة بالتلكس
fax, faxed, faxed يرسل رسالة بالفاكس
videotape, vedeotaped, videotaped يصور بالفيديو
televise, televised, televised يُظهر فى الإرسال التلفزيونى

Exercises

★IV. Complete the following table by writing the appropriate forms of the verbs given:

Infinitive	present	present with 3rd singular	past	past part.	present part.
to play	play	plays	played	played	playing

1. to be 2. to have 3. to do 4. to say 5. to cut 6. to kneel 7. to leave 8. to sting 9. to drive 10. to sell 11. to steal 12. to take 13. to buy 14. to ring 15. to lose 16. to win 17. to fly 18. to get 19. shall 20. can

٣- الأفعال المحدودة الخاص Special Finites

تضم هذه المجموعة اثنى عشر فعلا هم:

1. to be, 2. to have, 3. to do, 4. shall, 5. will, 6. can, 7. may, 8. must, 9. ought to, 10, used to, 11. need, 12. dare

وسوف نناقشهم فيما بعد.

★★ تكوين الأفعال Forming Verbs

فيما عدا الكلمات التى هى أفعال بطبيعتها، نجد أنه يمكن استعمال كثير من الأسماء أو الصفات كأفعال وتصريفها تصريفا قياسيا:

e.g. He **boxed** his present and sent it to his sister. وضعها فى علبة

She **dried** her son's clothes. جففتها

He **roomed** in with his friend. شاركه الغرفة

ويمكن عمل بعض الأفعال من الأسماء أو الصفات أو أصل الكلمة root بإضافة السوابق prefixes أو اللواحق suffixes التالية:

en- (-em)	engulf, enslave, endanger, encourage, embitter, embed, etc.
-ate	liquidate, substantiate, potentiate, originate, domesticate, etc.
-fy	liquefy, purify, identify, beautify, simplify, fortify, etc.
-ise (-ize)	fertilise, materialise, utilise, civilise, motorise, etc.
-en	gladden, sweeten, frighten, brighten, blacken, etc.
-er	glitter, hinder, etc.

Exercises

★★ V. Form verbs from the following nouns and adjectives:

1. bitter 2. soft 3. dear 4. white 5. light 6. danger 7. beauty 8. liquid 9. deep 10. legal 11. able 12. fertile 13. trench 14. cross 15. horror 16. civil 17. slave 18. domestic 19. person 20. less 21. code 22. close 23. advice 24. damp 25. tomb.

★ ملاحظات هجائية:

١- الأفعال العادية المنتهية بـ e :

أ- يضاف **d** فقط لعمل الماضى past واسم المفعول past participle:

e.g.	love	loved	loved
	joke	joked	joked

ب- نتخلص من الـ **e** قبل إضافة الـ **ing** لعمل اسم الفاعل present participle:

e.g.	love	loving
	joke	joking

٢- الأفعال العادية المنتهية بحرف ساكن يسبقه حرف علة واحد فقط:

أ- يضاعف الحرف الأخير إذا كان ضغط النطق عليه قبل إضافة الـ **ed** أو الـ **ing**:

- جميع الأفعال ذات المقطع الواحد:

e.g.	stop	stopped	stopping
	rub	rubbed	rubbing

- جميع الأفعال ذات المقطعين المنتهية بحرف **l**:

e.g.	travel	travelled	travelling
	control	controlled	controlling

ب- لا يضاعف الحرف الأخير إذا لم يكن هناك ضغط عليه فى النطق، وخاصة الأفعال المنتهية بـ **lop**:

e.g.	develop	developed	developing
	open	opened	opening
	enter	entered	entering

٣- الأفعال المنتهية بحرف **y** لا يسبقه حرف متحرك:

أ- تتحول الـ **y** إلى **i** قبل إضافة الـ **ed**.

ب- لا يتغير قبل إضافة **ing**.

جـ- تتحول الـ **y** إلى **ie** قبل إضافة الـ **s**. (مثل الأسماء)

e.g.	try	tries	tried	trying
	marry	marries	married	marrying

٤- الأفعال المنتهية بـ **ie**:

أ- نضيف **d** فقط مثل كل الأفعال المنتهية بـ **e**.

ب- تتحول الـ **ie** إلى **y** قبل إضافة الـ **ing**.

e.g.	lie	lied	lying
	tie	tied	tying

٥- الأفعال المنتهية بالحروف الهامسة **sh, ss, ch, x** وكذلك الأفعال المنتهية بـ **o** يضاف إليهم **es** بدلا من **s** فقط (مثل الأسماء):

e.g.	fix	fixes	dress	dresses
	wash	washes	reach	reaches
	go	goes		

★★ تعريفات هامة Definitions:

تتكون الجملة فى أبسط صورها من فاعل subject وفعل verb. وقد يسمى الفعل بالمُسند predicate لأن الفعل يُسند إلى فاعله. وقد لا يحتاج الفعل إلى مفعول به ويسمى لازمًا intransitive، وقد يحتاج إلى مفعول به object ويسمى فى هذه الحالة متعديًا transitive. وقد لا يكتمل معنى الفعل إلا بإضافة كلمة أو كلمات أخرى تكمل معناه، وفى هذه الحالة يسمى فعلا ناقص الإسناد verb of incomplete predication وتسمى الكلمة التى تكمل معناه بالتكملة complement. وقد يحتاج الفعل المتعدى إلى تكملة تكمل معنى المفعول به تسمى تكملة المفعول objective complement أو factitive object أى المفعول المصنوع:

e.g. He **laughs**. (**intransitive verb** of complete predication)

فعل لازم لا يحتاج إلى مفعول به ومعناه كامل.

He **kicked** *his brother*. (**transitive verb**, *object*)

فعل متعدى يحتاج إلى مفعول به هو his brother.

He **is** *a boy*. **(intransitive verb of inc. pred.,** *complement*)

فعل غير متعدى وغير كامل الإسناد ويحتاج إلى تكملة تكمل معناه هى a boy.

They **made** *him* king.(**tran. verb,** *object*, objective complement)

فعل متعدى مفعوله هو him ولكن المعنى غير كامل ويحتاج إلى تكملة هى king.

صدر للمؤلف

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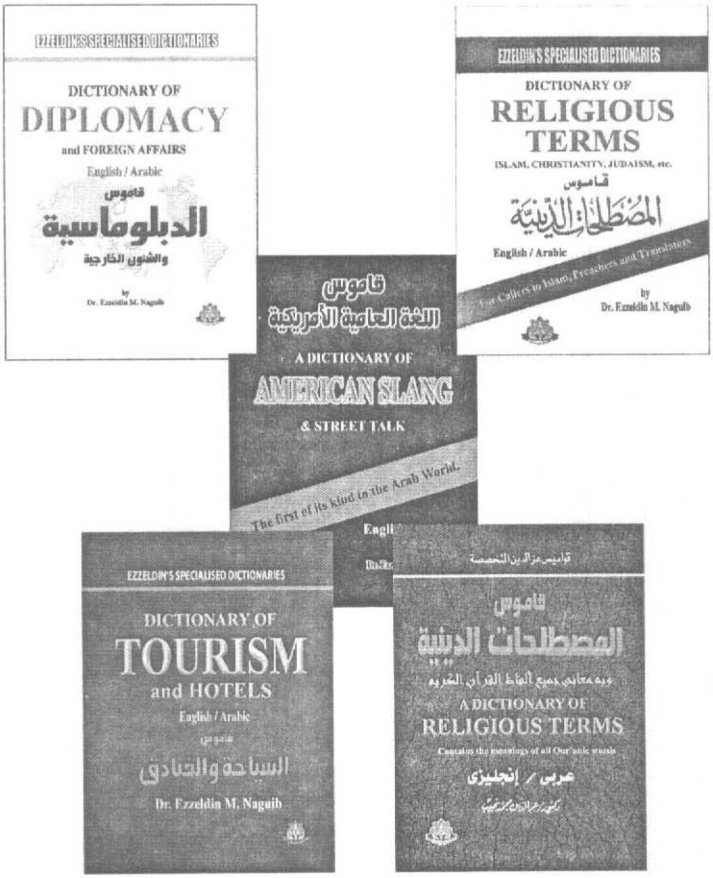
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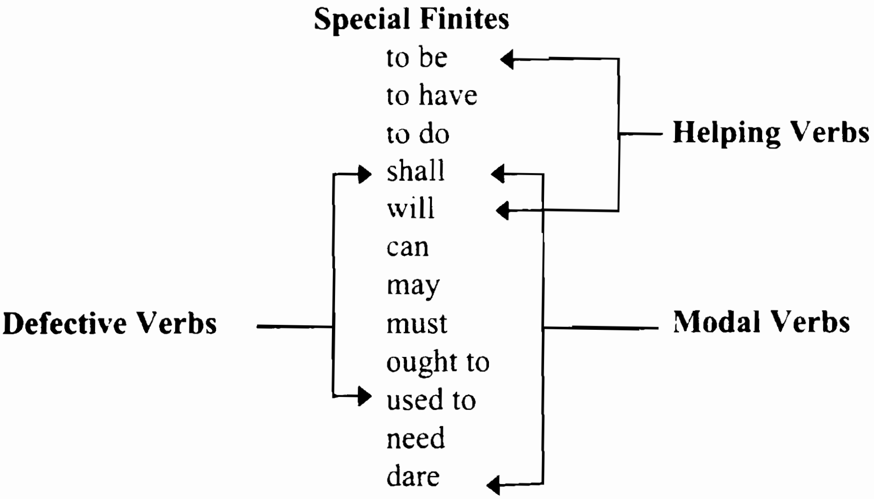
★الأفعال المحدودة الخاصة SPECIAL FINITES

تسمى هذه الأفعال الاثنى عشر بالأفعال المحدودة الخاصة special finites لأنها تكون الجزء المحدود finite فى الأفعال المركبة التى تتكون من أكثر من كلمة. ويسمى البعض هذه الأفعال بالأفعال المساعدة helping، أو الأفعال الناقصة defective، أو الأفعال المقيدة modal، ولكن هذه الأسماء لا تنطبق عليها كلها ولكنها تنطبق على بعض منها كما سنرى:


Special Finites
to be
to have
to do
shall
will
can
may
must
ought to
used to
need
dare
Helping Verbs
Defective Verbs
Modal Verbs

يمكن تقسيم هذه الأفعال الاثنى عشر إلى:

١- أفعال مساعدة Helping or Auxiliary verbs:

هذه خمسة أفعال فقط هى: to be, to have, to do, will, shall وتساعد فى عمل الأزمان tenses المختلفة للفعل كما تساعد فى عمل المبنى للمجهول passive voice، والنفى والاستفهام كما سنرى فيما بعد.

Tenses الأزمان:

Continuous (Progressive) الأزمان المستمرة

to be + present participle (-ing form)

e.g. He **was playing**. (past continuous)

Perfect الأزمان التامة

to have + past participle (-ed form)

e.g. She **has gone** home. (present perfect)

Future المستقبل

will (shall) + infinitive (without “to”)

e.g. They **will succeed**. (future simple)

Passive Voice المبنى للمجهول :

to be + past participle (-ed form)

e.g. He **was killed** by his boss.

٢- أفعال ناقصة Defective verbs:

هذه سبعة أفعال ليس لها الأشكال الستة للفعل، وهى:

can, may, must, ought to, dare, used to, need (to)

انظر الجدول التالى وبه جميع أشكال الأفعال المحدودة الخاصة:

1 **Infinitive (base)**	2 **Present**	3 **Present 3rd person** -s form	4 **Past**	5 **Past Participle** **-ed** form	6 **Present Participle** **-ing** form
1. to be	(I) am are	is	was (sing.) were (plur.)	been	being
2. to have	have	has	had	had	having
3. to do	do	does	did	done	doing
4.	shall	.....	should	.....	.....
5.	will	.....	would	.....	.....
6. [to be allowed to*]	may	.....	might	.....	.....
7. [to be able to*]	can	.....	could	.....	.....
8. [to have to*] [to be to*]	must	.....	.....	.....	.....
9.	ought to	.....	.....	.....	.....
10.	dare**		dared		
11.	need**		needed		
12. [to be accustomed to*]	.....	.....	used to	.....	.....

* الأفعال بين الأقواس المربعة [] تستعمل لاستكمال باقى أشكال الفعل عند اللزوم (كما فى الكلام غير المباشر indirect speech).

** هذا هو الشكل الوحيد للفعل عندما يستعمل كفعل مقيد modal verb، أما عند استعماله كفعل عادى فله جميع أشكال الفعل.

٣- الأفعال المُقَيِّدَة Modal verbs:

لا تستعمل هذه الأفعال وحدها، بل تـقيد هذه الأفعال معنى الفعل الذى يأتى بعدها لتعطى له معان خاصة مثل السماح permission أو الاضطرار obligation أو الإمكان possibility أو المقدرة ability الخ... وهذه الأفعال هى:

shall, will, can, may, must, ought to, need, dare, used to

ويمكن أن يضاف إلى هذه الأفعال الأفعال التالية:

to be to , to have to , to be able to , to be accustomed to , to be allowed to لأنها تعطى نفس المعانى فى الأزمان التى لا توجد فيها الأفعال المقيدة (أنظر الجدول السابق).

خواص الأفعال المحدودة الخاصة

Characteristics of Special Finites

بالإضافة إلى ما سبق، تتميز هذه الأفعال بالتالى:

★ ١- **لها صيغ مختصرة contracted forms** فى الإثبات affirmative والنفى negative، والاستفهام المنفى negative-interrogative:

فيما يلى بيان بأشكال الفعل التى لها صيغ مختصرة فى الإثبات، ونلاحظ أن الفارزة العليا apostrophe (’) تحل محل حرف أو حروف محذوفة:

to be	I **am**	I’**m**
	He **is**	he’**s**
	You **are**	you’**re**
to have	I **have**	I’**ve**
	He **has**	he’**s**
	He **had**	he’**d**
will	He **will**	he’**ll**
	He **would**	he’**d**

أما باقى الأفعال فليس لها صور مختصرة فى الإثبات.

لاحظ: is و has وصيغة الملكية possessive form و us لها نفس الاختصار، وكذلك had و would مما قد يؤدى إلى خطأ المبتدئين، ولكن سياق الكلام هو الذى يحدد:

Adel’s an engineer. = **is**
Adel’s been absent. = **has**
Adel’s absence. = (’s)possessive form
Let’s go. = **us**
He’**d** done his duty. = **had**
He’**d** go tomorrow. = **would**

انظر بعده للصيغ المختصرة فى النفى والاستفهام المنفى.

★ ٢- يكون النفى **negative** بإضافة "**not**" بعد الفعل المحدود الخاص:

e.g. He *is* a doctor. → He *is* **not** a doctor.
I *must* go. → I *must* **not** go

أما فى حالة عدم وجود فعل محدود خاص فى تركيب فعل الجملة كما فى زمنى المضارع والماضى البسيطين، فنستعمل فعل to do مع ملاحظة أن فعل do to يحمل زمن الفعل، ويعود الفعل الأصلى الذى يحمل معنى الفعل إلى شكل المصدر:

e.g. She *dances* well. She **doesn't** *dance* well.
He *walked* home. He **didn't** *walk* home.

وهنا أيضا توجد صيغ مختصرة بطريقتين:

أ- لصق الـ "not" بالفعل المساعد واختصار حرف الـ "o" لتصبح "n't":

ب- استعمال الصيغة المختصر فى الإثبات ووضع "not" بعدها:

	Normal form	**Contracted form A**	**Contracted form B**
to be	I **am** not	.....	I'**m not**
	He **is** not	He **isn't**	He'**s not**
	You **are** not	You **aren't**	You'**re not**
	I **was** not	I **wasn't**	.....
	They **were** not	They **weren't**	.....
to have	I **have** not	I **haven't**	I'**ve not**
	He **has** not	He **hasn't**	.....
	He **had** not	He **hadn't**	He'**d not**

وباقى الأفعال بنفس الطريقة بضم الـ "not" واختصار الـ "o" ما عدا:

Shall	I **shall** not	I **shan't**	.....
Will	He **will** not	He **won't**	.....
Can	I **can** not	I **can't**	.....
May	I **may** not	.....	.....
	He **might** not	.....	.....

★ ٣- يكون الاستفهام **Interrogative** بالعكس **inversion** أى بوضع الفعل المحدود الخاص قبل الفاعل:

e.g. *He* **shall** go. → **Shall** *he* go?
They **must** eat. → **Must** *they* eat?

ولا توجد صيغ مختصرة للاستفهام ولكن توجد صيغ مختصرة للاستفهام المنفى وهى نفس صيغ النفى المختصرة ونضعها قبل الفاعل، ماعدا I am not تصبح Aren't I:

e.g. *I* **can't** swim. → **Can't** *I* swim?

I **am** home. → **Aren't** *I* home?

لاحظ أن الاستفهام المنفى لـ **I'm** هو **Aren't I** وليس Am I not.

ولاحظ أيضا أنه عند استعمال الصيغة غير المختصرة للاستفهام المنفى مع الضمائر pronouns أننا نضع الفعل فقط قبل الفاعل و not بعد الفاعل:

e.g. He **is** a lawyer. **Is***n't* he a lawyer? **Is** he *not* a lawyer.

ونستعمل فعل to do عند عمل الاستفهام للأفعال التى لا يوجد فى تركيبها أفعال محدودة خاصة، أى فى المضارع البسيط والماضى البسيط (مثلما فعلنا مع النفى):

e.g. She *dances* well. **Does** she *dance* well?
He *walked* home. **Did** he *walk* home?

Exercises

★I. Write down the contracted forms (in affirmative and negative) of the following verbs:

1. to be 2. to have 3. to do 4. will 5. shall.

★II. Make the following statements (a) negative, (b) interrogative. (use contracted forms where possible)

1. He must eat meat.
2. We can read English .
3. You have a knife.
4. I am early.
5. He ought to laugh more.
6. He has a clever brother.
7. She will be late.
8. I shall study more.
9. She is foolish.
10. He had got a headache.

★★III. Make the following statements (a) negative, (b) interrogative. (use the contracted forms where possible)

1. She should be here any moment now.
2. She must study harder.
3. They did their duty.
4. I shall answer the door.
5. He has just arrived.
6. He used to swim every morning.
7. You ought to go home.
8. She was playing in the garden.
9. He has been here before.
10. They will tell you the truth.

٤- ليس للأفعال المحدودة الخاصة الشكل الثالث (-s form) مع المفرد الغائب فى المضارع 3rd person singular ماعدا:

to be: **is** to have: **has** to do: **does**

أما باقى الأفعال المحدودة الخاصة فتستعمل مع المفرد الغائب فى المضارع بدون إضافة (-s) :

e.g. He **will** go. She **shall** come. It **can't** wait.
He **must** leave. She **ought** to go. It **may** happen.
He **needn't** come. She **daren't** leave.

ويضاف (-s) لفعلى need و dare فقط عندما يستعملان كفعل عادى وليس كفعل مُقيد modal:

e.g. He **needs** his father.
He **dares** death itself for his country's sake.

٥- **تستعمل هذه الأفعال الإثنى عشر فى الجمل المختصرة elliptical** الآتية وذلك لعدم تكرار فعل الجملة الأصلى:

★أ- الأسئلة الذيلية أو التوكيدية Question tags or Question phrases:

وتأتى هذه الأسئلة بعد جملة إخبارية غير مؤكدة بمعنى "أليس كذلك؟"، وتتكون من الفعل المحدود الخاص المستعمل فى الجملة الأصلية وضمير بدلا من فاعل الجملة الأصلية.

e.g. He is absent today. **Isn't he?** وأصلها (Isn't he absent today?)
Helen will go home tomorrow. **Won't she?**
George must study more. **Mustn't he?**
I can't sing now. **Can I?**

أما الجمل التى ليس بها فعل محدود خاص كما فى المضارع البسيط والماضى البسيط فنستعمل فعل **to do** كما فعلنا فى حالتى النفى والاستفهام:

e.g. He came late yesterday. **Didn't he?**
She often plays tennis. **Doesn't she?**
I don't know him. **Do I?**
Ali didn't come back. **Did he?**

يلاحظ الآتى مع الأسئلة الذيلية:

١- ضرورة استعمال ضمير pronoun وليس اسم noun مع الفعل المحدود الخاص.

٢- يلاحظ أن الجملة المثبتة affirmative يتبعها سؤال ذيلى منفى negative والجملة المنفية يتبعها سؤال ذيلى مثبت.

٣- تستعمل الصيغة المختصر للسؤال المنفى.

٤- إذا كان فاعل الجملة ضميرا غير محدد indefinite pronoun نستعمل they فى السؤال الذيلى:

e.g. **None** came home yesterday. Did **they**?
Someone laughed. Didn't **they**?

٥- إذا احتوت الجملة على كلمات تفيد النفى مثل: none, barely, scarcely, etc. فتعتبر جملة منفية ويكون السؤال الذيلى مثبتا:

e.g. He could **barely** walk. *Could he?*

Neither Ali **nor** Ahmed came. *Did they?*

٦- عند استعمال سؤال ذيلى بعد جملة أمر imperative نستخدم فعلى will أو shall لتخفيف فعل الأمر، وهنا يمكن أن يكون السؤال الذيلى منفيا أو مثبتاً:

e.g. **Write** to me. **Will** you? or **Won't** you?

Let us go. **Shall** we? or **Shan't** we?

٧- فى الإنجليزية الحديثة نستعمل فعل to do فى الأسئلة الذيلية للجمل التى بها need أو dare أو used to ، أما فى الإنجليزية الرسمية أو العتيقة فنسير على القاعدة:

e.g. We **needn't** leave now. **Do** we? (modern)

Need we? (Formal)

They **used to** study together. **Didn't** they? (modern)

Used not they? (formal)

٨- تأتى فى الامتحانات بعض الأسئلة بالشكل التالى:

Rewrite the sentence so that its meaning remains unchanged, using a question tag at the end:

1. One day *it's quite possible that* robots will do all our work for us.
2. *It seems that* experts are finding new uses for computers all the time.
3. *I do*n't *think* she is coming.

فى الجمل السابقة توجد كلمات تشير إلى الشك أو عدم التأكد، ولابد من الاستغناء عن هذه الكلمات قبل إضافة السؤال الذيلى لأن وجود السؤال الذيلى يشير إلى عدم التأكد من الجملة الأصلية. وبذلك يكون الحل كالآتى:

1. One day robots will do all our work for us. Won't they?
2. Experts are finding new uses for computers all the time. Aren't they?
3. She is not coming. Is she?

Exercises

★ IV. Add question tags (question phrases) to the following statements:

1. We must go now.
2. I'm very quick.
3. He's early this morning.
4. You won't be late.
5. I shan't blame you.
6. They can help you.
7. This winter hasn't been cold.
8. Amina doesn't play tennis.
9. You'll go home.
10. Mr. Ali teaches English.

★★V. Add question tags to the following statements:

1. I needn't come tomorrow.
2. I shan't be in your way.

3. He'll be sorry.
4. I'm going home.
5. He loves fishing.
6. She made you do it again.
7. You like tea.
8. He hasn't met you before.
9. She could hardly speak.
10. No one saw him.

★★★ VI. Add question tags to the following statements:

1. We need to ask first.
2. They used to play together.
3. Send me a letter.
4. Write to me.
5. Let's go now.
6. She came very late.
7. I can hardly wait.
8. Let me have a look.
9. I'm very late.
10. I'd better go.

★★ب- الأسئلة التعليقية Comment tags بمعنى "أحقا؟" أو "أهكّا؟" للتعليق على خبر:

يلاحظ أن الأسئلة التعليقية تختلف عن الأسئلة الذيلية فى:

١- قائلها شخص آخر غير قائل الجملة.
٢- يكون السؤال التعليقى منفيا أو مثبتا مثل الجملة وليس عكسها.
٣- قد يختلف الضمير فى السؤال التعليقى لأن القائل شخص آخر غير قائل الجملة.

e.g.	Laila lives here.	**Does she?**
	I am going home now.	**Are you?**
	I wasn't home yesterday.	**Weren't you?**
	Nobody believed him.	**Didn't they?**

Exercises

★★VII. Add comment tags to the following statements:

1. I haven't seen it.
2. Ali can speak Maltese.
3. My father wouldn't mind.
4. This bus goes to Luxor.
5. You must come.
6. I haven't any change.
7. Mona couldn't understand the lesson.
8. I bought two tickets.
9. I'm not going.
10. The mutton was bad.

★★جـ- التعليق بالموافقة أو عدم الموافقة على ملاحظات سابقة:

Agreeing and disagreeing with remarks:

وهنا نجد أن شخصًا ما يلاحظ ملاحظة ويعلق شخص أخر على هذه الملاحظة بالموافقة أو المخالفة:

١- الملاحظات المثبتة affirmative يعلق عليها بـ:

- للموافقة نستعمل **Yes** أو **Oh, so** أو **Yes, of course** مع فعل مساعد مثبت.
- للمخالفة نستعمل **No** أو **Oh, no** مع فعل مساعد منفي.

٢- الملاحظات المنفية يعلق عليها بـ:

- للموافقة نستعمل **No** مع فعل مساعد منفي.
- للمخالفة نستعمل **Yes** أو **Oh, yes** مع فعل مساعد مثبت:

e.g.	Ali smokes too much.	**Yes, he does.**
		No, he doesn't.
	Maha always laughs.	**Oh, so she does.**
		Oh, no she doesn't.
	She can't sing very well.	**No, she can't.**
		Oh, yes she can.
	Ahmed didn't go to school.	**No, he didn't.**
		Oh, yes he did.

Exercises

★★VIII. Agree or disagree with the following remarks as seems appropriate:

1. Cuckoos don't build nests.
2. Metals expand on heating.
3. The pyramids are very old.
4. Eiffle tower is made of copper.
5. You are stupid.
6. The Great Wall of China can be seen from the Moon.
7. Gravity on the Moon is higher than on Earth.
8. Iraq didn't win the Gulf War.
9. There are many volcanoes in Egypt.
10. There aren't camels in Egypt.

★ء- الإجابات المختصرة Short answers على الأسئلة التى إجابتها Yes أو No:

يوجد ثلاث أنواع من الإجابات:

e.g.	Will you help me?		
	Yes, I will help you.	No, I won't help you	إجابة طويلة
	Yes, I will.	**No, I won't.**	إجابة مختصرة
	Yes	No.	إجابة مقتضبة

ويفضل عادة الإجابة المختصرة فى الإجابة على الأسئلة، أما الإجابة المقتضبة فتعتبر غير مهذبة غالبا.

Exercises

★★IX. Give short answers to the following questions. (First say: "yes" then say: "No":

1. Are you afraid of mice?
2. Is the car working?
3. Was the exam very difficult?
4. Do you have to wear glasses?
5. Must he report to the police?
6. Need I say anything?
7. May I take a piece of the cake?
8. Were they surprised to see you?
9 Could you lend this book to me?
10. Has he been here today?

★★هـ- الملاحظات الإضافية Additions to remarks :

هذه ملاحظة إضافية يضيفها المتكلم إلى ملاحظة سابقة له:

١- الملاحظة و الإضافة مثبتتان، نستعمل **and so** مع ملاحظة عكس الفعل المساعد و الفاعل بعد so:

e.g. Mona can swim. Maha can swim..
Mona can swim **and so can Maha**.

٢- إضافة مثبتة إلى ملاحظة منفية أو العكس، نستعمل **but**:

e.g. Maha can't swim. Mona can swim.
Maha can't swim **but Mona can**.

e.g. Mona can swim. Maha can't swim.
Mona can swim **but Maha can't.**

٣- الملاحظة و الإضافة منفيتان، نستعمل **nor** أو **and neither** مع ملاحظة عكس الفعل المساعد و الفاعل بعدهما:

e.g. Mona can't swim. Maha can't swim.
Mona can't swim **nor (and neither) can Maha**.

Exercises

★★X. Add the second remark to the first to make one sentence:

1. He's an engineer. Youssef is also an engineer.
2. John can speak Japanese. His wife can speak Japanese.
3. I don't believe it. Maha doesn't believe it.
4. He didn't know the way. Nobody knew the way.
5. He used to work in a bakery. His friend used to work in a bakery.

6. He can't come. Adam can't come
7. You must come. Your wife must come.
8. I'm not going . You are going.
9. He wants to help us. She doesn't want to help us.
10. I must be there early. You needn't be there early.

★★ ٦- تستعمل الأفعال المحدودة الخاصة will و shall و to do فى الأسلوب التوكيدى emphatic لتأكيد الكلام أو الوعد أو الوعيد أو الرجاء:

e.g. I **do** *love* her, but I can't marry her these days.
He **did** *do* his homework, but he forgot it at home.
She **does** *study* hard. **Do** *come* with us!

نلاحظ أن فعل to do هو الذى يحمل الزمن ويتلوه الفعل الأصلى الذى يحمل المعنى فى المصدر بدون to. أما shall و will فتستعمل للتأكيد إذا استعملناهما مع الأشخاص المخالفين للعادة، أى نستعمل will مع I و we، ونستعمل shall مع باقى الأشخاص:

e.g. *I* **will** go. *He* **shall** be punished.

Exercises

★XI. Write the following sentences in the emphatic form:

1. Maha likes bananas.
2. Ali ran fast in the last race.
3. I shall give him a present.
4. You did your homework well.
5. They will repent whatever they did to me.
6. You brought a lot of clothes with you.
7. He asked me to teach him French.
8. We had a good swim this morning.
9. Ossama runs fast.
10. He'll be punished.

★ ٧- توضع ظروف التكرار و التردد adverbs of frequency بعد الأفعال المحدودة الخاصة:

e.g. He **is** *always* smiling.
She **can** *often* sing for us.
They **must** *never* talk during the lesson.

Exercises

★XII. Put the adverbs between brackets in their correct position in the sentence:

1. He has been to Scotland. (never)
2. You must say the truth. (always)
3. You can visit us. (sometimes)
4. Have you been to Italy? (ever)

5. He has insulted me. (twice)
6. She would cry herself to sleep. (often)
7. I have seen a copy of that book (seldom)
8. He has visited us. (frequently)
9. He needn't stay late. (usually)
10. He will be in the garden. (often)

★٨- يتبع هذه الأفعال المحدودة الخاصة المصدر العارى بدون to:

فيما عدا:

- used to و ought to ولذلك يلاحظ أنهما قد وضعا ومعهما to لتنطبق القاعدة على الجميع.
- وكذلك قد نستعمل need و dare مع to أو بدونها.
- فعلى to have و to be يأتى بعدهما أشكال أخرى غير المصدر لتكوين الأزمان المختلفة والمبنى للمجهول. أما عند استعمالهما كأفعال مقيدة modals بمعنى "يجب must" أو "يكون مضطرا to be obliged to" فيكون شكلهما to have to و to be to ويأتى بعدهما المصدر.

★★والمصدر infinitive قد يكون:

أ- المصدر البسيط Simple infinitive:

e.g. (to) play, (to) work

ب- المصدر التام Perfect infinitive والذى يتكون من:

have + past part. (-ed form)

e.g. have played, have worked

جـ- المصدر المستمر Continuous or Progressive infinitive والذى يتكون من:

be + pres. part. (-ing form)

e.g. be playing, be working

ء- المصدر التام المستمر Perfect continuous infinitive والذى يتكون من:

have + been + present part. (-ing form)

e.g. have been playing, have been working

هـ- المصدر المبنى للمجهول Passive infinitive ويتكون من:

be + past part. (-ed form)

e.g. be played, be worked

أمثلة:

to be to (= must)	: You *are to* **go** home now.
to have to (= was obliged to)	: He *had to wake up* early.
to do	: You *do not* **speak** the truth.
will	: He*'ll* **study** now.
shall	: I *shall* **speak** to him.
would	: *Would* you **pass** the salt please?
should	: I *should* **study** more.
can	: You *can't* **be** serious.

could : He *could* **swim** very fast.
may . They *may* **come** today.
might : He *might* **believe** you.
must : I *must* **go** now.
ought to : I *ought to* **sleep** more.
need : He *needn't* **say** anything.
dare : He *daren't* **complain**.
used to : She *used to* **play** with us.

Exercises

★★XIII. Put "to" where necessary:

1. Bedouins used travel on horseback.
2. You are go at once.
3. Your book may have been out of date.
4. Don't move!
5. He was able explain.
6. I should say nothing about it if I were you.
7. I have go now.
8. They ought warn people about the hazards of pollution.
9. I'll have hurry.
10. You don't have pay anything.

الأفعال المحدودة الخاصة بالتفصيل
Special Finites in Detail

★ ١- فعل الكينونة 1. to be

أشكاله Forms: له ثمانية أشكال:

to be, (I) **am**, (he, she, it) **is**, (you, they) **are**, **was**, **were**, **been**, **being**

أشكاله المختصرة Contracted forms: انظر قبله.

استعمالاته Uses:

أ- كفعل رئيسي أو عادى Main verb: بمعنى "يكون" أو "يوجد":

e.g. He **is** *a doctor*. هو يكون طبيب = هو طبيب
She **was** *beautiful* in her youth. كانت
There **are** *some people* in the room. يوجد

ويلاحظ أن فعل to be فى هذه الحالة يكون فعلا ناقص الإسناد verb of incomplete predication بمعنى أنه يحتاج تكملة complement لاستكمال المعنى. هذه التكملة قد تكون اسم أو صفة (انظر الكلمات بالخط المائل فى الأمثلة السابقة).

ب- كفعل مساعد Helping verb:

- مع اسم الفاعل present participle (-ing form) لتكوين الأزمان المستمرة:

Continuous tenses = verb "to be" + present participle

e.g. He **is** *playing*. She **was** *dancing*.

- مع اسم المفعول past participle (-ed form) لتكوين المبنى للمجهول passive voice:

e.g. The food **was** *eaten*. The match **was** *won*.
He **will be** *elected* president.

★★★ – بعض أفعال الحركة خاصة فعلى: "go" and "come" تُكـون زمنـها التـام باستعمال الفعل المساعد to be بدلا من to have مع اسم المفعول (-ed form):

e.g. The summer is come. (= has come)
The train was gone. (= had gone)

★★جـ- **كفعل مُقيد modal:** وهنا يأخذ شكل **to be to** مع المصدر infinitive:

- للتعبير عن الاتفاق أو الترتيب أو الوعد فى المستقبل:

e.g. We **are to** *meet* tomorrow. اتفاق
You **are to** *report* to the head-master's office. أمر

أو فى المستقبل فى الماضى (ماذا كان سيحدث):

e.g. He **was to** *go* to Paris, but the plan fell through.
كان عليه أن يذهب إلى باريس ولكن الخطة فشلت.
She **was to** *have finished* work by the time we arrived.
(was + perfect infinitive) ولكنها لم تنه عملها

- للتعبير عن فعل must فى الأزمان غير المضارع (انظر جدول الأفعال المحدودة الخاصة):

e.g. He said to her, "You **must** *go* now." →
He said that she **was to** *go* at once.

★د- تعبيرات خاصة Idioms:

- It be : بمعنى "إنه أو إنها" للكلام عن الوقت أو السعر أو الجو أو المجهول:

e.g. **It is** five o'clock. الوقت
Who **is it** at the door? **It is** Robert. المجهول
It's warm today. الجو
It wasn't expensive. السعر

- There be: بمعنى "هناك":

e.g. **There is** no time for breakfast.
There are many people in the streets.
Has there been an accident?

Exercises

★XIV. Choose the correct form of verb "to be" from those between the brackets:

1. Each of the pens (is - are) mine.
2. The girl but not the boys (was - were) chosen.
3. There (was - were) only one flower in the vase.
4. (Was - Were) you there at the party?
5. There (was - were) freckles on his cheeks.
6. The man that was standing under the trees (is - are) my friend.
7. A nice green and red umbrella (is - are) on the beach.
8. Both books (is - are) mine.
9. Ali and Ahmed (is - are) doctors.
10. I but not he (am - is - are) going to sleep.

★★XV. Correct the verb "to be" between the brackets:

1. Each student (to be) given coloured pens next week.
2. Neither boy (to be) here now.
3. Three sheep (to be) standing by the gate two hours ago.
4. You (to be) to bring your parent tomorrow.
5. Have you ever (to be) to the United States of America.
6. The car will (to be) repaired by the mechanic.
7. She (to be) to have dressed herself by nine o'clock yesterday.
8. He is (to be) foolish right this moment.
9. I wished I (to be) a bird.
10. Last night's news (to be) exciting.

★★★XVI. Fill the spaces by inserting the correct form of verb "to be" and, where necessary, the appropriate form of the verb between brackets:

e.g. They are cutting down all the trees. The countryside ..... (ruin). will be ruined

1. If I ..... you, I'd start with this book.

2. .... late once is excusable, but ..... late every day is not.
3. How long you .... ? (wait)
4. He asked where he .... it. (put)
5. It's impossible .... right every time.
6. You ..... very angry if I refused?
7. The President .... the new factory next week. (open)
8. If this report . . .. believed, we are going to have a very severe flood. (to be)
9. It's better .... too early than too late.
10. It .... a trilogy but in the end the author found he had only enough material for two volumes. (to be)

★★★ XVII. Make four sentences using verb "to be" as:
1. helping verb to form a continuous tense.
2. helping verb to form the passive voice.
3. a main verb of incomplete predication.
4. a modal verb.

2. to have ★٢- فعل الملكية

أشكاله Forms: له الأشكال الستة:

to have, have, has, had, had, having

أشكاله المختصرة: انظر قبله.

استعمالاته Uses:

أ- كفعل عادى أو أصلى:

١- بمعنى "يمتلك" أو "عنده":

e.g. I **have** a new car. He **has** many friends.

- ويستعمل الإنجليز عادة كلمة **got** بعد **have** عند استعمالها بهذا المعنى:

e.g. I **have got** a new car. He **has got** many friends.

ويكون النفى والاستفهام بنفس طريقة الأفعال المحدودة الخاصة: أى بوضع **not** بعد الفعل فى النفى، وبعكس موضع الفاعل والفعل فى الاستفهام:

e.g. I **haven't** (got) a new car. **Have I** got a new car?
He **hasn't** (got) many friends. **Has he** (got) many friends?

- أما الأمريكيون فيعتبرون have فى هذه الحالة فعل عادى ولذلك يكون النفى والاستفهام فى المضارع والماضى البسيطين باستعمال فعل to do (مثل الأفعال العادية):

e.g. I **don't** *have* a new car. **Do I** *have* a new car?
He **doesn't** *have* many friends. **Does he** *have* many friends?

٢- بمعنى "يستلم" أو "يستقبل" receive:

e.g. She **had** many visitors yesterday.
He **had** two letters from his father.

٣- بمعنى "يجد" find:

e.g. I **had** difficulty doing my homework.

٤- بمعنى "يتناول" طعامًا أو شرابًا:

e.g. She usually **has** her breakfast at 7 o'clock.

٥- بمعنى "يعمل" حفلة أو استقبال الخ..:

e.g. They **are having** a party tomorrow.

يلاحظ فى الاستعمالات ٢ ، ٣ ، ٤ ، ٥ أن فعل to have يعامل معاملة الفعل العادى أى أن النفى والاستفهام فى المضارع والماضى البسيطين يكون باستعمال فعل to do ، أما فى الأزمان الأخرى فهناك يوجد فعل مساعد آخر:

e.g. She **didn't** *have* many visitors yesterday.
Did she *have* many visitors yesterday?
I **didn't** *have* any difficulty doing my homework.
Did I *have* any difficulty doing my homework?

ب- كفعل مساعد Helping verb:

لعمل الأزمان التامة Perfect tenses مع اسم المفعول Past participle:

Perfect tenses = verb "to have" + past participle (-ed form)

e.g. He **has** just *arrived.* (present perfect)
They slept after they **had** *done* their homework. (past perfect)
I **have** *been waiting* for the last hour.
(Present perfect continuous)

انظر بعده (الأزمان التامة والتامة المستمرة)

جـ- كفعل مُقيد Modal verb:

١- to have to + المصدر لإعطاء معنى الاضطرار بمعنى "يجب" must:

e.g. I **have to** go now.
She **had to** close the shop yesterday.

لاحظ: إمكان استعمال got بعد have فى الإثبات والنفى والاستفهام، وفى هذه الحالة يعامل فعل to have كفعل مساعد:

e.g. I **have** *got* **to** go now. I **haven't** *got* **to** go now.
Have I *got* **to** go now?

وكذلك يمكن معاملة فعل to have كفعل عادى وخاصة عند عدم استعمال got وذلك باستعمال فعل to do فى النفى والاستفهام فى المضارع والماضى البسيطين:

e.g. I *don't* **have to** go now. *Do I* **have to** go now?

★★ ٢- **to have** + *object* + **past participle** بمعنى "يُسبب" أو "يتسبب فى":

e.g. I **had** *my hair* **cut** yesterday.

أى : لم أحلقه بنفسى ولكنى تسببت فى حلاقته (بواسطة الحلاق).

She **will have** *the car* **repaired**.

أى : سوف تسبب إصلاح السيارة (بواسطة الميكانيكى)

ويلاحظ أن النفى والاستفهام يكونا بمعاملة فعل to have كفعل عادى:

e.g. I **didn't have** my hair cut yesterday.
Did I have my hair cut yesterday?

★★٣- **to have** + *object* + **present participle** بمعنى "يجعل":

e.g. I'll **have** *you* **dancing** in two hours.

أى : سوف أجعلك تتعلم الرقص فى ساعتين.

He **had** *them all* **laughing** at the party.

أى : جعلهم جميعا يضحكون فى الحفلة.

ويلاحظ أن النفى والاستفهام يكونا بمعاملة فعل to have كفعل عادى.

د- اصطلاحات خاصة Special idioms:

- **had better + infinitive** بمعنى "من الأفضل أن":

e.g. You **had better** mend your ways. من الأفضل أن تصلح سلوكك.

ويلاحظ أن had better هنا ماض غير حقيقى لأن معناها فى الحاضر والمستقبل. ويكون النفى بوضع not بعد had better ، ولا يستخدم هذا التعبير فى الاستفهام المثبت ولكن يمكن استخدامه فى الاستفهام المنفى:

e.g. You **had better** *not* change your ways.
Hadn't you **better** mend your ways?

Exercises

★★XVIII. Fill the spaces with the correct form of verb "to have" adding "got", where possible:

1. He ..... a cold in the head.
2. That vase .... a crack in it.
3. How many sides .... a pentagon?
4. ..... babies .... teeth when they are born?
5. ..... you ..... this headache yesterday?
6. He .... 1,000 L.E. a year when his father dies.
7. .... you .... any suspicions about who did it?
8. We .... a party tomorrow.
9. I ..... tea with her tomorrow.
10. I ...... better go now before you get angrier.

★★XIX. Rewrite the sentences using a (have + object + past part.) construction and omitting any words not needed:

e.g. I employed a carpenter to fix the windows.
I had the windows fixed.

1. I paid a watchmaker to clean my watch.
2. I went to the jeweller and he pierced my ears for me.
3. They arranged for the police to arrest the man.
4. I made a deal with the decorators to decorate my house next month .
5. She told the gardener to cut the grass.
6. I went to the oculist and he tested my eyes for me.
7. The shoe-mender is repairing my shoes for me.
8. I asked the butcher to skin the sheep for me

9. He paid the plumber to see to the dripping tab.
10. She told the coiffeur to arrange her hair in a new style.

★٣- فعل "يفعل" 3. to do

أشكاله Forms: له الأشكال الستة:

to do, do, does, did, done, doing

أشكاله المختصرة: انظر قبله.

استعمالاته Uses:

أ- كفعل عادى: بمعنى "يفعل" أو "ينجز" perform:

e.g. I **did** my homework yesterday.
She always **does** her duty.

وفى هذه الحالة يعامل فى النفى والاستفهام كفعل عادى وذلك باستعمال فعل to do (مرة ثانية):

e.g. I *didn't* **do** my homework yesterday.
Did I **do** my homework yesterday?
She *doesn't* always **do** her duty.
Does she always **do** her duty?

ب- كفعل مساعد Helping verb:

١- لتكوين النفى negative للأفعال العادية مع not فى المضارع والماضى البسيطين:

e.g. He **played** tennis. He **did** *not* **play** tennis.
She **knows** the truth. She **does** *not* **know** the truth.

٢- لتكوين الاستفهام interrogative للأفعال العادية فى المضارع والماضى البسيطين:

e.g. **Did** *he* **play** tennis?
Does *she* **know** the truth?

٣- للتأكيد emphasis فى الإثبات:

e.g. He **did** *play* tennis.
She **does** *know* the truth.

٤- تستعمل to do فى الجمل والأسئلة المختصرة elliptical عندما لا يوجد فعل مساعد فى الجملة الأصلية (أى مع الأزمان المضارعة والماضية البسيطة) لتجنب تكرار الأفعال:
(انظر خواص الأفعال المحدودة الخاصة)

- مع الأسئلة الذيلية question tags:

e.g. He *played* tennis. **Didn't** he?

- مع التعليقات الذيلية comment tags:

e.g. He *played* tennis.
Did he?

- مع الموافقة أو المخالفة لملاحظة سابقة agreeing and disagreeing:

e.g. He *played* tennis.
Yes, he **did**.
No, he **didn't**.

- للإجابات المختصرة short answers:

e.g. *Did* he *play* tennis?
Yes, he **did**.
No, he **didn't**.

- للملاحظات الإضافية additions to remarks:

e.g. He *played* tennis, but she **didn't**.

- للاختصار عند المقارنة:

e.g. He *played* tennis better than she **did**.

٥- يستعمل فعل to do قبل الأمر أو الطلب أو الرجاء لتقوية المعنى:

e.g. *Come* with us. **Do** *come* with us!
Pay attention. **Do** *pay* attention!

جـ- اصطلاحات خاصة special idioms:

How do you do? بمعنى "كيف حالك؟"
How do you do? والإجابة هى نفس الجملة:
لأنه لا يسأل حقا عن صحتك، بل هى تحية رسمية مثل "صباح الخير" مثلا.

Exercises

★XX. Make the following sentences (a) negative then (b) interrogative:

1. He must do it again.
2. She did her share of the work.
3. It was very late.
4. He can speak French.
5. We like her very much.
6. You shall have another one tomorrow.
7. He may go now.
8. He has enough to eat.
9. He'll come if he can.
10. We could do that quickly.

★★XXI. Do as shown between the brackets:

1. He loved her very much. (add a question tag)
2. He loved her very much. (add a comment tag)
3. He loved her very much. (agree to this remark)
4. He loved her very much. (disagree with this remark)
5. Did he love her? (answer shortly in affirmative)
6. Did he love her? (answer shortly in the negative)
7. He loved her very much. She didn't love him. (make the two remarks into a single sentence.)

8. He loved her very much. she loved him too. (make the two remarks into a single sentence)
9. He loved her more than she did love him. (shorten the sentence)
10. He loved her very much. (emphasise the sentence)

★٤- فعل "سوف" 4. Shall

أشكاله: له شكلان فقط:

Shall, should

أشكاله المختصرة: انظر قبله.

استعمالاته Uses:

أ- كفعل عادى أو رئيسى: لا يوجد.

ب- كفعل مساعد Helping verb: ويأتى بعده المصدر ككل الأفعال المحدودة الخاصة.

١- **Shall** لعمل أزمان المستقبل future مع الشخص الأول (I, we):

e.g. I **shall** *open* the door. (future simple)
We **shall** *have done* our homework by noon. (future perfect)

٢- **Should** لعمل أزمان المستقبل فى الماضى future in the past أو الأزمان الشرطية conditional مع الشخص الأول:

e.g. If he came early, he **should (would)** *see* the president.
I said that I **should (would)** *like* to come.

ملحوظة: يفضل فى هذه الحالات استعمال Would حتى لا تتشابك معانى should كفعل مساعد أو كفعل مُقيد.

★★جـ- كفعل مُقيد Modal verb:

١- **Shall**: عند استعماله مع غير الشخص الأول (القائل) تفيد الأمر أو الوعد أو الوعيد (أى تؤكد المعنى):

e.g. You **shall** *return* at once. (command أمر)
Anybody who speaks **shall** *be punished*. (threat وعيد)
She **shall** *have* her present. (promise وعد)

٢- **Shall** مع الشخص الأول قد تستعمل للعرض offer أو الاقتراح suggestion:

e.g. **Shall** I *wait* for you? (offer عرض)
Shall we *do* it? (suggestion اقتراح)

٣- **Shall** أو **Should** مع الشخص الأول قد تستعمل لطلب النصيحة:

e.g. How **shall** I *do* it?
Which car **should** I *buy*?

٤- Should مع جميع الأشخاص:

- للتعبير عما يُفضل عمله بمعنى "ينبغى ought to":

e.g. I **should** *eat* more vegetables.
He **should** *pay* his debts.

- للتنبؤ prediction أو توقع منطقى logical conclusion:

e.g. He **should** *be* here any minute now.

(لأنه خرج منذ ساعة مثلا والطريق لا يستغرق أكثر من ذلك)

★★ د- استعمالات خاصة:

١- **Should** فى الجملة الغرضية purpose clause بعد lest (لئلا - حتى لا):

e.g. He woke early lest he **should** miss the exam.

٢- **Should** مع what, where, who للتعبير عن الدهشة surprise:

e.g. Who **should** come in but his boss!

What **should** I find but a poisonous scorpion!

★٥- فعل "سوف" 5. Will

أشكاله: له شكلان فقط:

Will, would

أشكاله المختصرة: انظر قبله.

استعمالاته Uses:

أ- كفعل عادى أو رئيسى: لا يوجد.

لاحظ وجود فعل **will** العادى بمعنى "يُوصى أو يُؤثر على شخص أو شيء بقوة إرادته":

e.g. He **willed** his money to the poor. أوصى بأمواله إلى الفقراء

The hypnotist **willed** the man to jump through the window.

أثر المُنوم المغنطيسى على الرجل فجعله يقفز من النافذة.

ب- كفعل مساعد Helping verb:

١- **Will**: لتكوين أزمان المستقبل مع الشخصين الثانى والثالث، ولو أن هناك ميل شديد هذه الأيام لاستعماله مع جميع الأشخاص:

e.g. He **will** *go* tomorrow. (future simple)

They **will** *be waiting* when you arrive. (future continuous)

٢- Would: لتكوين أزمان المستقبل فى الماضى future in the past أو الزمن الشرطى conditional مع الشخصين الثانى والثالث، ولو أنه يفضل استعماله مع جميع الأشخاص:

e.g. If I were you, I**'d** *tell* him the truth.

He told me that he **would** *go* the next day.

★★جـ- كفعل مُقيد Modal verb:

١- Will: مع الشخص الأول (I, we) للتعبير عن التأكيد والتصميم فى المستقبل:

e.g. I**'ll** *help* you.

We**'ll** *come* tomorrow.

٢- **Would you?, Will you?**: للطلب بأدب بمعنى "هل تسمح؟":

e.g. **Will you** *pass* the salt, please?
Would you *pass* the salt, please?

مع ملاحظة أن would you? أكثر أدبًا.

٣- **Would you?, Will you?**: للدعوة invitation:

e.g. **Will you** *have* a drink?
Would you *have* a drink?

وفى هذا الاستعمال لا فارق بين will you? و Would you?.

٤- **You will**: تستعمل للأمر المخفف softened command:

e.g. **You will** *wait* here till he arrives.

ولزيادة تخفيف معنى الأمر نستعمل مع will المصدر المستمر:

e.g. **You will** *be waiting* here till he arrives.

٥- **Would, Will**: للتعبير عن العادة habit فى المستقبل (مثل الأزمان البسيطة):

e.g. He **will** usually *wake up* late.
On Fridays, he **would** *go* to the market.

Exercises

★★ XXII. Put "Will" or "Shall" in the spaces:

1. Where ..... we go now?
2. ..... you have a cigarette?
3. Police notice: ..... anyone who saw that accident please telephone the nearest police station?
4. I'm determined that my son ..... have a better education than I did
5. Some people ..... try to cross a busy road against the traffic-lights.
6. It's very dark in here. So it is; I ..... turn on the lights.
7. She said, "I ..... not fill up this form. The questions are impertinent.
8. You ..... not be late ..... you?
9. Clause in a lease: Tenants ..... not play any musical instruments after midnight.
10. I promise; next time I go, you ..... go with me.

★★XXIII. Put "would" or "should" in the spaces:

1. ..... you mind opening the door?
2. If you ..... change your mind, this address will always find me.
3. It's only fair that you ..... know the truth about your own father, and it is better that you ..... hear it from me and not from a total stranger.
4. I was just burying the knife in the garden when who..... look over the hedge but the village policeman.
5. I've just received an anonymous threatening letter. what .... I do about it?
6. The rocks were covered with green slime and he was terrified lest he ..... slip.
7. You complained to the manager, of course?
   No, I asked to speak to him, but he ..... not come to the phone.
   You ..... have insisted.
8. Where will he be now?
   OH, he ..... be there by now; the flight only takes half an hour.

9. They didn't dare leave the train in case they ..... be left behind.
10. I wish you ..... not ask so many questions!
11. ..... you mind staying a little longer with me?
12. On the first day of every month, he ..... walk to the bank.
13. ...... you see him, give him my regards.
14. ..... you pass the salad, please?
15. It ..... not be fair to drink all the Pepsi bottles and leave him nothing.

★٦- فعل "يستطيع" 6. Can

أشكاله: له شكلان فقط:

Can, could

أشكاله المختصرة: انظر قبله.

استعمالاته Uses:

أ- كفعل رئيسى أو عادى: لا يوجد، ولكن لاحظ وجود فعل can العادى بمعنى "يُعلب":

e.g. They **canned** the food to preserve it.

ب- كفعل مساعد Helping verb: لا يوجد.

جـ- كفعل مُقيد Modal verb:

نلاحظ أن الأفعال المقيدة المضارعة مثل Can تستعمل للمضارع present وكذلك للمستقبل future أيضا مع ظروف مستقبلية. وتستعمل Could للماضى past وللزمن الشرطى Conditional، وقد تستعمل أيضا للمضارع كما سنرى. وعند الحاجة لاستعمال هذا الفعل فى أزمان أخرى نستعمل فعل to be able to بمعنى "يستطيع" أو "يقدر"، وفعل to be allowed to بمعنى "يُسمح لـ" حسب المعنى المطلوب:

١- للتعبير عن المقدرة ability بمعنى "يستطيع" أو "يقدر":

e.g. He **can** *drive* a car.
I **can** *speak* English and French.
He **could** *speak* before his accident.

★★٢- للتعبير عن الإمكان possibility بمعنى "يمكن":

e.g. He **can** *be* very unreasonable.
I **can** *drink* a litre of water.

٣- للتعبير عن السماح permission بمعنى "مسموح لـ" أو "مصرح لـ" مثل may:

e.g. I got my visa, so now I **can** *go* to England.
Can I *go* now?
You **could** *go* now.

٤- للتعبير عن الاستنتاج المنطقى المنفى negative logical conclusion:
نستعمل can't أو couldn't بمعنى "مستحيل":

e.g. They **should** *be* there by now. (positive logical conclusion)
They **couldn't** *be* there by now. (negative logical conclusion)

٥- يمكن أن نستعمل could بدلا من would فى بعض الأحيان فى جواب الشرط condition:

e.g. If you came early, I **would** (**could**) *repay* you.

٦- تستعمل to be able to بدلا من can فى جميع الأزمان:

e.g. He **was able to** (**could**) *speak* English after two months.
I **will be able to** *visit* you after the exams.

ولكن فى بعض الأحيان يكون هناك فرق دقيق بين معنى can ومعنى to be able to:

e.g. By twelve I **could** *drive* a car, but I **was not able to** because I had no licence.

فمع أنه يستطيع القيادة إلا أنه لم يقدر لعدم حصوله على رخصة

٧- Can you? و Could you? للطلب بأدب بمعنى "أيمكنك؟" ونلاحظ أن could أكثر أدبا:

e.g. **Could you** *tell* me where the gas station is?

Exercises

★★XXIV. Complete these sentences using the correct form of "can", "could" or "be able to". If two answers are possible, write the more likely one.

1. I'll .....see you tomorrow.
2. ..... I have a word with you, please?
3. I ..... n't find my apartment key last night.
4. Will she ..... come to the office tomorrow?
5. When they returned from Germany, they ..... speak perfect German.
6. He..... kill with his bare hands.
7. They've just left, they ..... n't have arrived yet.
8. I ..... play football, I hope, when my foot gets better.
9. She ..... cook well after a few more lessons
10. He ..... drive the motorcycle. but he .... not ..... because there was no gas.

★٧- فعل "ربما - قد" 7. May

أشكاله: له شكلان فقط:

May, might

أشكاله المختصرة: لا يوجد، ولو أن بعض الأمريكيين يستعملون mayn't, mightn't.

استعمالاته Uses:

أ- كفعل رئيسى أو عادى: لا يوجد.

ب- كفعل مساعد Helping verb: لا يوجد.

جـ- كفعل مُقيد Modal verb:

١- للتعبير عن الإمكان أو الاحتمال أو الشك بمعنى "ربما" أو "قد" (راجع can):
وبهذا المعنى يمكن استعمال may أو might فى المضارع أو المستقبل:

e.g. He **may** (**might**) *know* Hatem's address.
You **may** (**might**) *learn* to swim in a month.

It **may (might)** *rain* today.

وعند استعمال can بهذا المعنى تكون نسبة الاحتمال أكبر ونسبة الشك أقل، وتقل نسبة الاحتمال وتزداد نسبة الشك باستعمال may، أما مع might فتكون نسبة الشك أكبر ونسبة الاحتمال أقل.

٢- للتعبير عن السماح permission بمعنى "مسموح لـ" أو "مصرح لـ" وتستعمل للمضارع أو المستقبل:

e.g. I **may** *leave* as soon as I finish my work.
May I *go* now? You **may**.

أما might فلا تستعمل بهذا المعنى إلا فى الكلام غير المباشر indirect speech:

e.g. He said that he **might** *leave* as soon as he had finished his work.

وفى هذا المعنى نستعمل "to be allowed to" بدلا من may و might فى باقى الأزمان:

e.g. He **was allowed to** *leave*.
He **had been allowed to** *go* home.

★★ د- استعمالات أخرى:

١- نستعمل may للدعاء والتعبير عن الأمل أو الخوف:

e.g. **May** God *reward* you!
I hope I **may** *see* you again.

٢- نستعمل may و might للتعبير عن الغرض فى العبارات الغرضية adverb clauses of purpose وخاصة بعد:

in order that, so that, that

e.g. He drove fast *so that* he **might** arrive early.
He speaks slowly *in order that* everyone **may** understand him.

Exercises

★★XXV. Complete the following sentences by inserting "may" , "might", "can", "could" or "should":

1. Motoring in Cairo during the rush hours ..... be a great trial of patience.
2. You ..... choose either toy, but you ..... not take them both.
3. Captain, ...I speak to you after parade?
4. They ..... have helped you if only you had told them all the facts.
5. You ..... at least show some appreciation for his kindness.
6. He ..... have died were it not for the timely arrival of the ambulance.
7. What you're suggesting ..... be useless, but it's worth a try.
8. ..... you cash this cheque for me, please?
9. He ..... know a lot about computers, but he ..... not write a simple program.
10. He works hard in order that he ..... succeed.

★٨- فعل "ينبغى" 8. Ought to

أشكاله: له شكل واحد فقط:

Ought to

أشكاله المختصرة: Oughtn't to.

استعمالاته Uses:

أ- كفعل عادى أو رئيسى: لا يوجد.

ب- كفعل مساعد helping verb: لا يوجد.

جـ- كفعل مُقيد Modal verb:

يستعمل للمضارع وأيضا للمستقبل مع ظرف مستقبلى:

١- للتعبير عما ينبغى أو عن الواجب الأخلاقى moral obligation أو النصيحة advice بمعنى "ينبغى should" أو "من الأفضل":

e.g. I **ought to** *go* now.
You **ought to** *work* harder.
I **ought to** *visit* my aunt tomorrow.

وللتعبير عن واجب أخلاقى لم ينفذ فى الماضى نستعمل المصدر التام:

(ought to + perfect infinitive)

e.g. I **ought to** *have cleaned* my room yesterday.

٢- للتعبير عن احتمال قوى strong probability أو استنتاج منطقى logical conclusion بمعنى "لابد" (مثل should و must):

e.g. He studies hard; he **ought to** *pass* the exam easily.
They left two hours ago; they **ought to** *be* there now.

★٩- فعل "يجب - لابد" 9. Must

أشكاله: له شكل واحد فقط: Must

أشكاله المختصرة: Mustn't

استعمالاته Uses:

١- كفعل رئيسى أو عادى: لا يوجد.

ب- كفعل مساعد Helping verb: لا يوجد.

جـ- كفعل مُقيد Modal verb:

يستعمل فى المضارع أو فى المستقبل مع ظرف مستقبلى، ولباقى الأزمان نستعمل "to have (got) to".

وفى النفى والاستفهام نعامل must كفعل محدود خاص، أما to have to فيعامل فعل محدود خاص أو كفعل عادى (انظر فعل to have):

١- للتعبير عن الضرورة necessity أو الإلزام compulsion من وجهة نظر المتكلم بمعنى "يجب" أو "لابد"، أما to have to فتعبر عن الضرورة خارجة عن إرادة المتكلم:

e.g. I'm late. I **must** *hurry*.
I**'ve got to** *finish* the job today.
I **haven't got to** *finish*.... I **don't have to** *finish*......
I **mustn't** *stay* late tomorrow.
He **had to** *clean* all the windows yesterday.

★★٢- للتعبير عن استنتاج منطقى logical conclusion أو نتيجة حتمية inevitable result بمعنى "لابد":

e.g. This **must** *be* your brother; he looks exactly like you.
All men **must** *die*.

وفى الاستنتاج الماضى نستعمل المصدر التام:

(must + *perfect infinitive*)

e.g. The streets are wet; it **must** *have rained* last night.

★★٣- لنفى must نستعمل mustn't أو to be not to للإلزام المنفى، ونستعمل needn't أو haven't (got) to أو don't have to لعدم الضرورة بدون إلزام:

e.g. I **must** *obey* him. (إلزام مثبت)
You **mustn't** *obey* him. (إلزام منفى)
You **aren't to** *obey* him. (إلزام منفى)
You **needn't** *obey* him. (عدم ضرورة)
You **haven't got to** *obey* him. (عدم ضرورة)
You **don't have to** *obey* him. (عدم ضرورة)

Exercises

★★XXVI. Put the correct form of "must", "have to", "should" or "ought to" using negatives if necessary:

1.I ..... leave early yesterday, I wasn't feeling very well.
2. Sherif drives too fast. He ..... drive more carefully.
3. Do you think I ..... tell the boss what happened?
4. My boss told me that I ..... be late.
5. It was a lovely holiday. We ..... do anything.
6. He's very ill. He ..... stay in bed for a week.
7. He was very ill. He ..... stay in bed for a week.
8. There are no trains today, so we .... go by taxi.
9. You ..... know better than to accuse him without evidence.
10. He asked me anxiously what he ..... do next.

★★ ١٠- فعل "يحتاج" 10. Need

أشكاله: له الأشكال الستة عند استعماله كفعل عادى:

to need, need, needs, needed, needed, needing

وله شكلان فقط عند استعماله كفعل مُقيد modal verb:

need (to), needed (to)

أشكاله المختصرة: needn't (to).

استعمالاته Uses:

أ- كفعل رئيسى أو عادى: بمعنى "يحتاج require":

١- كفعل متعدى transitive verb له مفعول به:

e.g. I **needed** *his help* with my work.
He **needs** *money*.

٢- مع اسم الفاعل gerund يعطى معنى مثل المبنى للمجهول passive voice:

e.g. My clothes **need** *washing*. = My clothes need to be washed.
The car **needs** *fixing*. = The car needs to be fixed.

ويكون النفى والاستفهام بنفس طريقة الأفعال العادية:

e.g. I **didn't need** his help.
Does he **need** money?
No, he **doesn't need** money.

ب- كفعل مساعد Helping verb: لا يوجد.

جـ- كفعل مُقيد Modal verb:

بمعنى "يحتاج إلى" أو "يضطر إلى"، وعادة لا نستعمله فى الجمل المثبتة ونستعمل بدلا منه have to أو ought to أو should أو must. وأكثر استعمال need يكون فى النفى بمعنى "ليس ضروريا" وفى الاستفهام. وقد نستعمل need بمفردها أو مع to ولكن كثير من الاستعمال الحديث بدون to:

e.g. I **need** (**to**) *go* now. = I **must** *go* now. or I **have to** *go* now.
I **needn't** *go* now. (not necessary)
Need I *go* now? (is it necessary?)

ونلاحظ أن need تستعمل فى المضارع وفى المستقبل باستعمال ظروف مستقبلية.

ويكون النفى بصورتين:

- كفعل عادى don't need to: عندما تقرر الظروف عدم ضرورة عمل شئ ما:

e.g. You **don't need to** *have* a visa to go from Egypt to Jordan.

- كفعل محدود خاص needn't: عندما يُعطى الفاعل السلطة لعدم فعل شئ ما:

e.g. I **needn't go** home tonight.

أما فى الماضى فنستعمل needed وفى النفى نستعمل الشكلين الآتيين:

- didn't need to: بمعنى "لم يكن ضروريا ولذلك لم أفعله":

e.g. I **didn't need to** *work* yesterday.

- needn't: مع المصدر التام بمعنى "فعلته وأدرك الآن أنه لم يكن ضروريا":

e.g. I **needn't** *have worked* yesterday.

Exercises

★★XXVII. Give the opposites of the following (a) implying that there is no necessity, (b) with negative prohibition:

1. You must come to work tomorrow.
2. He must go to Paris.
3. You must pay him now.
4. You must answer all the questions.
5. He must write a new application.

★★XXVIII. Use "mustn't" or "needn't" to fill the spaces in the following sentences:

1. You ..... ring the bell; I have a key.
2. You ..... put salt in his food. He has hypertension.
3. Mother to child: You ..... play with matches.
4. You ..... take anything out of the shop without first paying for it.
5. We ..... climb any higher; we can see everything from here.
6. I ..... go to the supermarket today. There is plenty of food in the house.
7. We ..... drive fast. We are very late already
8. We ..... drive fast. We've got plenty of time.
9. If you want the time, pick up the receiver and dial 15. You ..... say anything.
10. You ..... smoke in the non-smokers section in an aeroplane.

★★XXIX. Put the form "didn't need to" or "needn't have" according to the meaning and correct the verb between brackets:

1. They ..... (push) it in the corner because it was there already.
2. You ..... (wait) for me. I could have found the way by myself.
3. You ..... (stay) if you hadn't wanted to.
4. I ...... (take) any papers because I knew I should find some there.
5. I ..... (ring) the bell because the door opened before I got to it.

★★ ١١- فعل "يتحدى - يجرؤ على" 11. Dare

أشكاله: له الستة أشكال عند استعماله كفعل عادى:

to dare, dare, dares, dared, dared, daring

وله شكلان فقط عند استعماله كفعل مُقيد modal verb:

dare (to), dared (to)

أشكاله المختصرة: daren't (to).

استعمالاته Uses:

أ- كفعل رئيسى أو عادى: بمعنى "يتحدى challenge".

e.g. He **dared** his brother to climb the tree.
He **dares** every difficulty for the sake of his beloved.

ويكون النفى والاستفهام فى هذه الحالة مثل أى فعل عادى:

e.g. He **didn't dare** his brother to climb the tree.

ب- كفعل مساعد Helping verb: لا يوجد.

جـ- كفعل مُقيد Modal verb:

بمعنى "يجرؤ" وعادة لا نستعمله فى الإثبات ولكن نستعمله فى النفى بمعنى "لا يجرؤ" وفى الاستفهام. وغالباً لا نستعمل to بعده إلا بعد كلمات مثل anybody, anything, etc. ويكون النفى كفعل عادى أو كفعل محدود خاص بدون اختلاف فى المعنى:

e.g. He **daren't** *say* anything. He **doesn't dare** *say* anything.
Nobody **dared to** *speak*.
Dare we *interrupt*?
How **dare** you *open* my letters?

ء- استعمال اصطلاحى Idiomatic use: الاصطلاح I dare say أو I daresay مع الشخص الأول المفرد فقط I بمعنى "أظن I suppose" أو بمعنى "أوافق ولكن":

e.g. **I dare say** he will be late.
I daresay you can drive, but you must have a license.

★١٢- فعل "تعود على" 12. Used to

أشكاله:

له شكل واحد فقط:

Used to

أشكاله المختصرة: usedn't to.

استعمالاته Uses:

أ- كفعل رئيسى أو عادى: لايوجد، ولكن يوجد الفعل العادى to use بمعنى "يستعمل".

e.g. He **used** his shirt as a towel.

ب- كفعل مساعد Helping verb: لايوجد.

جـ- كفعل مُقيد Modal verb:

بمعنى "تعود على" ويستعمل فى الماضى فقط للتعبير عن عادة توقفت. ولاستعمال معناه فى الأزمان الأخرى نستعمل المضارع البسيط للفعل العادى أو نستعمل فعل to be accustomed to. ونلاحظ أن النفى والاستفهام نادرين، ويكونا بطريقة الفعل العادى أو الفعل المحدود الخاص بدون اختلاف فى المعنى ولو أن الأخير أكثر رسمية more formal:

e.g. I **used to** *smoke* cigarettes, but now I smoke a pipe.
She **used to** *dislike* her neighbour.
Used he **to** *stand* in the window? **Did** he **use to** *stand* ...?

No, he **used not to**. No, he **did not use to**.

★★ملحوظة هامة جدًا: (لايكاد يخلو منها امتحان)

لاحظ أن used to كفعل محدود خـاص يتبعه المصدر، ولكن كلمة used قد تكون صفة بمعنى "معتاد" أو "متعود" وفى هذه الحالة يسبقها فعل آخروخاصة فعل *to be* أو فعل مثل *to get* أو *to become*، وفى هذه الحالة يتبعها حرف الجر to ثم اسم noun أو اسم فعل gerund أو ضمير pronoun:

(*verb* + **used to** + noun)

e.g. He *is* **used to** working alone.
You *will* soon *get* **used to** the noise here.

Exercises

★★XXX. Change the wording of the following sentences so that either "dare" or "used to" or its negative is employed as the verb:

1. They were not so rich in years gone by.
2. We challenged them to come and fight us.
3. How can you make such an impudent remark?
4. Before they moved they came every day to play bridge.
5. They weren't brave enough to tackle that fierce dog, were they?

Using Modal Verbs استعمالات الأفعال المُـقيدة ★★

ذكرنا أن هذه الأفعال تُقيد معانى الأفعال التى تأتى بعدها لتعطيها معان خاصة:

١- الضرورة الحتمية Obligation or necessity بمعنى "لابد" أو "يجب":

- **must** (ضرورة من وجهة نظر المتحدث):

e.g. We **must** obey our country's laws. (وأوافق على هذا)

- **to have (got) to** (ضرورة من وجهة نظر خارجية عن المتحدث):

e.g. We **had to** obey the enemy's orders. (رغما عنا)

- **to be to** (أوامر محددة):

e.g. You **are to** go now.

٢- الضرورة المعنوية Moral obligation بمعنى "ينبغى" أو "من الأفضل":

- **ought to:**

e.g. You **ought to** go now or your mother would be worried.

- **should:**

e.g. I **should** go now or I would be late tomorrow.

٣- عدم وجود ضرورة absence of obligation بمعنى "لاداعى":

- needn't لاداعى:

e.g. You **needn't** stay; they won't say anything new.

- needn't have لم يكن هناك داعيا:

e.g. You **needn't have** stayed; they said nothing new.

- don't have to لست مضطرا:

e.g. You **don't have to** stay; they won't say anything new.

٤- استنتاج منطقى Logical conclusion أو احتمال قوى Strong possibility بمعنى "لابد" أو "غالبا":

- must:

e.g. They **must** be there by now; it's two hours since they left.

- ought to:

e.g. He **ought to** succeed; he studied hard.

- should:

e.g. He **should** be able to carry the bag; he's very strong.

٥- استنتاج منطقى منفى Negative logical conclusion بمعنى "لا يمكن":

- couldn't:

e.g. They **couldn't** be there by now; they have just left.

٦- الاحتمال أو الشك Probability or doubt بمعنى "ربما" أو "قد":

- can:

e.g. They **can** be there by now.

- could:

e.g. They **could** be there by now.

- may:

e.g. They **may** be there by now.

- might:

e.g. They **might** be there by now.

↓ زيادة الشك

٧- التعبير عن الأمر Command:

- shall (مع الشخصين الثانى والثالث):

e.g. You **shall** stay here.

- will (أمر مخفف):

e.g. You **will** stay here.

- **to be to** (أمر محدد):

e.g. You **are to** stay here.

٨- **التعبير عن السماح Permission** بمعنى "يمكنك" أو "تستطيع" أو "مسموح لـ":

- **can**:

e.g. You **can** go now. **Can** you pass the salt please?

- **could** (أكثر أدبا):

e.g. You **could** go now. **Could** you pass the salt please?

- **may**:

e.g. You **may** go now. May I go now?

- **might**:

e.g. You **might** go now.

- **to be allowed to**:

e.g. You **are allowed to** go now.

٩- **التعبير عن المنع أو الرفض Refusal** بمعنى "لايمكنك":

- **can't**:

e.g. You **can't** go now.

- **couldn't**:

e.g. You **couldn't** go now.

قوة المنع ↓

- **may not**:

e.g. You **may not** go now.

- **might not**:

e.g. You **might not** go now.

- **mustn't**:

e.g. You **mustn't** go now.

- **to be not allowed to**:

e.g. You **are not allowed to** go now.

١٠- **التأكيد Emphasis** وخاصة للأمر أو الوعد أو الوعيد:

- **shall** (للشخصين الثانى والثالث):

e.g. You **shall** get your reward.

- **will** (للشخص الأول):

e.g. I **will** come tomorrow.

- **to do**:

e.g. I **do** believe you.

١١- التعبير عن المقدرة Ability بمعنى "يقدر" أو "يستطيع":

- **can**:

e.g. He **can** swim fast.

- **could**:

e.g. He **could** swim fast.

- **to be able to**:

e.g. He **is able to** swim fast.

١٢- للتعبير عن الطلب المهذب Asking politely:

- **can**:

e.g. **Can** you tell me where the nearest underground station is?

- **could**:

e.g. **Could** you show me that shirt, please?

١٣: للتعبير عن العادة فى الماضى Habit in the past:

- **used to**:

e.g. He **used to** swim in the afternoon.

- **would**:

e.g. Whenever he visited his father he **would** kiss his hand.

Exercises

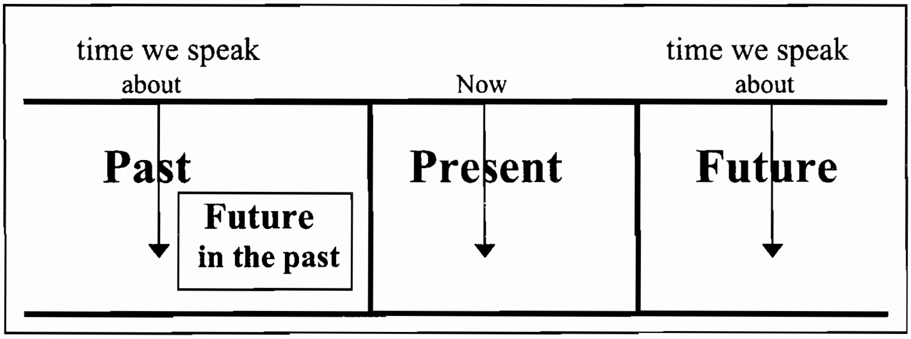
★★★XXXI. Use the perfect infinitive of the verb between brackets with the appropriate modal verb. Clauses in black should not be repeated but their meaning should be expressed by the modal perfect infinitive:

1. I found this baby bird at the foot of the tree. I (fall) from its nest.
2. You (send) a telegram, **which was quite unnecessary**; a letter would have done.
3. You (leave) a note. **It was very inconsiderate of you not to do so.**
4. **It's possible that** I (be) mistaken
5. If they had gone any further, they (fall) over a precipice.
6. I (go) on Monday - **this was the plan**. But on Monday I had a terrible cold so I decided to wait till Wednesday.
7. I saw them in the street, but they didn't stop to speak to me. **It is possible that** they (be) in a hurry.
8. He thinks that **it is possible that** Shakespeare (write) it. Shakespeare (not write) it because events are mentioned that didn't occur till after Shakespeare's death.
9. I suppose it was Maha who left the kitchen in such a mess?
   No, it (not be) Maha. She never has a meal in it. It (be) Mona.
10. You (warn) him that the ladder was dangerous, **but you didn't.**

Tenses of Verbs أزمان الأفعال★

ونعنى بذلك الزمن الذى يحدث أو حدث أو سيحدث أو كان سيحدث فيه الفعل.
نجد لدينا أربعة أزمان رئيسية هى:

١- **المضارع (الحاضر) Present:** و يعبر عما يحدث الآن.
٢- **الماضى Past:** ويعبر عما حدث سابقا أى فى الماضى.
٣- **المستقبل Future:** ويعبر عما سيحدث لاحقا أى فى المستقبل.
٤- **المستقبل فى الماضى Future in the Past:** ويعبر عما كان سيحدث فى الماضى (ولكنه لم يحدث). وقد يسمى بالزمن الشرطى Conditional لأنه يُكَوِّن جواب الشرط.



وكل زمن من هذه الأزمان الأربعة الرئيسية له أربعة مظاهر Aspects هى:

١- **البسيط Simple:** ويعبر عن حقيقة fact أو عادة habit أو حالة وجودية state of being أو نشاط غير إرادى أو غير ظاهر.

المضارع: يتكون من الشكل ٢ (لجميع الأشخاص ما عدا الغائب المفرد)، وشكل ٣ (s-) للمفرد الغائب.
الماضى: يتكون من شكل ٤ للماضى.
المستقبل: يتكون من will (shall) + المصدر البسيط infinitive.
المستقبل فى الماضى: يتكون من **would (shoud)** + المصدر البسيط infinitive.

e.g. They usually **go** by bus. (all persons)
He usually **goes** by bus.(3rd person singular) → (present simple)
We **went** by bus yesterday. (past simple)
He **will** *go* by bus. (future simple)
He **would** *go* by bus. (future simple in the past)

٢- **المستمر Continuous (Progressive):** ويعبر عن نشاط إرادى ظاهر استمر حدوثه فترة طويلة نسبيا.

: يتكون من فعل to be فى الزمن المطلوب واسم الفاعل أى شكل (ing-):

to be + *Present participle (-ing form)*

e.g. He **is** *studying* now. (present continuous)
She **was** *getting* into the car when she fell. (past continuous)
Next year, he **will be** *living* in London) (future continuous)
I thought she **would be** *staying* with us.
(future continuous in the past)

٣- التام **Perfect**: ويعبر عن حدث انتهى (تم حدوثه) حول (قبل مباشرة، عند، بعد) وقت الحديث عنه.

: يتكون من فعل to have فى الزمن المطلوب واسم المفعول (شكل ed-):

to have + *Past participle (-ed form)*

e.g. They **have** just *eaten*. (present perfect)
When the police arrived, the thieves **had** *gone*. (past perfect)
He **will have** *left* by 3 o'clock. (future perfect)
She **would have** *stayed* but she had other engagements.
(future perfect in the past)

٤- التام المستمر **Perfect continuous**: ويعبر عن حدث استمر حدوثه فترة طويلة نسبيا وانتهى حول (قبل، عند، بعد) وقت الحديث عنه.

: يتكون من فعل to have فى الزمن المطلوب واسم المفعول لفعل to be واسم الفاعل للفعل (شكل ing-):

to have + *been* + Present participle (-ing form)

e.g. I **have** *been* studying up-till now. (present perfect continuous)
They **had** *been* studying for hours before I joined them.
(past perfect continuous)
They **will have** *been* working here for two years next February.
(future perfect continuous)
She **would have** *been* staying with us, hadn't she broken her leg.
(future perfect continuous in the past)

وهكذا كما رأينا فهناك ١٦ زمنا فى اللغة الإنجليزية، ولابد من استعمال الزمن المناسب ليعبر عما نريد قوله بالضبط، ولذلك فسوف نناقش هذه الأزمنة الستة عشر بالتفصيل.

أولا: المضارع The Present

★ ١- المضارع البسيط Present simple

تكوينه:

يتكون من المصدر العارى (بدون **to**) أى من أساس الفعل فقط. ويضاف إليه حرف "**s**" عند استعماله مع المفرد الغائب 3rd person singular:

e.g. verb: to walk
I (We, You, They) *walk*.
He (She, It) *walks*.

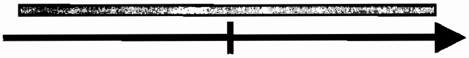
أما الأفعال المحدودة الخاصة special finites فلها التكوين التالى:

to be:	I	**am**
	(3rd person singular)	**is**
	(plural)	**are**
to have(I and plural)		**have**
	(3rd person singular)	**has**
to do	(I and plural)	**do**
	(3rd person singular)	**does**

وباقى الأفعال المحدودة الخاصة لا يضاف لها "s" عند استعمالهم مع المفرد الغائب 3rd person singular.

استعمال المضارع البسيط:

١- للتعبير عن الحقائق Facts:



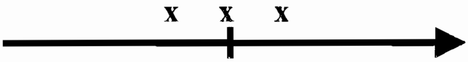
أ- الدائمة Permanent:

e.g. Metals **expand** on heating.

ب- شبه الدائمة Semi-permanent:

e.g. Ali **is** a doctor.

٢- للتعبير عن عادة أو حدث متكرر Habit:



وعادة ما نجد فى الجملة أحد ظروف التردد أو التكرار adverbs of frequency مثل:

always, often, sometimes, hardly, never, every day, etc.

e.g. He *often* **visits** us. I *frequently* **go** to school on foot.

٣- للتعبير عما يحدث الآن مع أفعال النشاط غير الظاهر أو اللا إرادى:

نعبر عادة عما يحدث الآن بالزمن المضارع المستمر present continuous، ولكن الأفعال التى لا تعبر عن نشاط إرادى أو تعبر عن حالات وجودية (انظر أول فصل الأفعال لمعرفتها) مثل أفعال الحواس أو التفكير والاعتقاد أو أفعال المشاعر والأحاسيس أو أفعال القياس أو القول أو الملكية، يعبر عنها عادة بالمضارع البسيط present simple لأنها لا تحدث إراديا ولكنها تعبر عن طبيعة أو صفة فى الفاعل، أما إذا حدثت إراديا وظهر نشاط ففى هذه الحالة نستعمل المضارع المستمر:

e.g. The food **tastes** bad. (present simple) الطعام طعمه فاسد

(لا إراديا وجد طعمه فاسدا = نشاط لا إرادى غير ظاهر)

He **is tasting** the food. (present continuous) هو يتذوق الطعام

(يتذوقه بإرادته ليعرف طعمه = نشاط إرادى ظاهر)

He **is** foolish. (present simple) هو غبى

(حالة وجودية = نشاط لا إرادى = غير ظاهر)

He **is being** foolish. (present continuous) هو يتغابى = يتصرف بغباء

(نشاط إرادى ظاهر)

The table **measures** three metres by two. (present simple)

He **is measuring** the table. (present continuous)

I **think** that you have a problem. (present simple)

I **am thinking** about your problem. (present continuous)

★★ ٤- للاستعمال الدرامى Dramatic use:

أ- لتقريب أو شرح ما يحدث فى قصة أو مسرحية:

e.g. Hatem **walks** up and down the room. He **reaches** a decision. He **rushes** out of the nearest door. Soha **enters** the room from the other door. She **finds** the room empty. She **cries**.

ب- للتعليق على شئ يحدث الآن مثل مباراة لكرة القدم:

e.g. Saleh **gives** the ball to Ali. Ali **runs** with the ball. He **passes** two players. Ahmed **trips** him. Ali falls. It's a foul!

★★ ٥- لتقريب المستقبل Approximating the future:

أ- عند الحديث عن خطة أو برنامج موضوع مثل برنامج رحلة itinerary:

e.g. The bus **leaves** Tahrir square at 6. p.m. It **reaches** the airport at 7 p.m. The plane **takes off** at 9 p.m. It **reaches** Jiddah at 10.30 p.m.

ب- نستعمل المضارع البسيط عند الحديث عن المستقبل فى العبارات الظرفية الزمنية التابعة subordinate time clauses والعبارات الظرفية الشرطية conditional clauses والعبارات النسبية المُعَرِّفة defining relative clauses. ونتنبه لذلك بوجود الظروف الزمنية والشرطية مثل التالية:

when, till, until, as soon as, before, after, if, unless, etc.

وضمائر الوصل التالية:

who, whom, which, that, whose

e.g. *When* I **meet** him, I'll give him your message. (time clause)
I'll phone you *before* I **sleep**. (time clause)
If you **come** early, I'll go with you. (conditional clause)
I'll give a present to the first person *that* **arrives**.
(defining relative clause)

٦- فى الشرط عندما يكون الشرط وجوابه لم يحدثا بعد:

e.g. ☺ If he **marries** her, he will be happy.

★٢- المضارع المستمر Present continuous

تكوينه:

يتكون من فعل to be فى المضارع المناسب للفاعل + اسم الفاعل (شكل -ing):

am
is → + *present participle (-ing form)*
are

e.g. I **am** *reading* now.
He **is** *reading* a novel.
You **are** *reading* your books.

لاحظ أنه فى المحادثة نختصر الحروف الأولى من فعل to be:

I **am** = I'**m** He **is** = He'**s** They **are** = They'**re**

استعمال المضارع المستمر:

١- للتعبير عما يحدث الآن now بالنسبة لأفعال النشاط الإرادى ولمدة طويلة نسبيا:

وغالبا ما نجد ظرف زمان يعبر عن الحاضر فى الجملة مثل:

now, today, at this moment, this week, this year, etc.

أو لفظ توجيه الاهتمام لما يحدث الآن مثل:

Look! Listen! Smell! Hey! etc.

e.g. We **are studying** *now*.
Look! She **is crying**.

لاحظ أن الأفعال التى نستعملها فى المضارع المستمر هى أفعال نشاط إرادى ظاهر كما سبق الشرح فى المضارع البسيط، أما أفعال النشاط غير الإرادى فنستعمل معها المضارع البسيط.

لاحظ أيضا أن المضارع المستمر يستعمل لأفعال تستمر فترة طويلة نسبيا، أما الأفعال التى تستمر فترة كبيرة جدا بحيث تكون حقائق أو عادات نستعمل معها المضارع البسيط:

e.g. He *always* **reads** novels, but he **is reading** a book *right now*.
He **lives** in Cairo, but *this week* he **is staying** in Tanta.

★★٢- للتعبير عن الضيق annoyance باستعماله مع always:

e.g. She *always* **reads** poetry. (present simple)

مجرد تقرير لحقيقة وهى: أنها تقرأ الشعر دائما.

She **is** *always* **reading** poetry. (present continuous)

تعبير عن الضيق لأنها: تقرأ الشعر دائما (أى أكثر من اللازم).

★★٣- للتعبير عن المستقبل المخطط له سلفا أو المؤكد:

أ- نستعمل معها ظرف زمنى مستقبلى:

e.g. I **am meeting** him *tomorrow*.

ب- أفعال الحركة والسكون مثل:

go, come, drive, fly, leave, start, stay, remain, etc.

وكذلك فعل to do وفعل to have بمعنى "يتناول طعاما أو شرابا". كل هذه الأفعال قد تعنى العزم والتصميم بدون تخطيط مسبق:

e.g. I **am leaving** tonight.
Whatever happens, I **am staying** here.
I am thirsty. I **am having** a drink.

★٤- فعل to be going to + ***infinitive*** **يمكن استعماله للمستقبل** بدون ظرف زمانى مستقبلى، ويستعمل فى:

أ- القصد intention المخطط له سلفا:

e.g. I **am going to** *marry* her.
He **is going to** *visit* his sister.

ب- التنبؤ prediction:

e.g. **It's going to** *rain*.
He's going to be disappointed.

★★★٥- يُلاحظ هذه الأيام أن الأمريكيين فى لغتهم العامية وكذلك فى إعلاناتهم الموجهة للعامة يستعملون المضارع المستمر للتعبير عن الأفعال غير الإرادية مع now فمثلا يقولون:

e.g. **I'm loving** it!
They **are liking** it.

وهذا غير مقبول بالمرة!

Exercises

★I. Put the correct present tense (simple or continuous):

1. We (learn) English now.
2. The sun always (shine) on Egypt.
3. Look! the teacher (draw) on the black-board.
4. It (rain) in winter. It (rain) now.

5. I usually (wake up) at seven and (have) breakfast at half past.
6. The baby (cry) because it (be) hungry.
7. "Where (be) you?"- "I(sit) in the garden".
8. Ships (travel) from Alexandria to Athens in three days.
9. A lazy student never (work) hard.
10. Listen! The show (begin) now.

★★II. Choose the correct tense from those between brackets:

1. You're very quiet. What (do you think/ are you thinking) about?
2. I'm sorry, (I'm not agreeing / I don't agree) with you.
3. (I hear / I'm hearing) you're leaving us.
4. He (knows/ is knowing) you're wrong.
5. They (watch / are watching) us.
6. We usually (stay/ are staying) at home on Fridays, but we came out tonight because the children (have/ are having) a party.
7. (I'm not speaking/ I do not speak) French, though I (study/am studying) it now.
8. I'm afraid (I'm not remembering / I don't remember) where we met.
9. (I'm hating / I hate) cold weather.
10. This suit (costs / is costing) 100 L.E.

★٣- المضارع التام Present perfect

تكوينه:

يتكون من فعل to have فى المضارع المناسب للفاعل + اسم المفعول (شكل -ed):

has
have ──→ + *past participle (-ed form)*

استعمال المضارع التام:

هذا الزمن بالرغم من أنه مضارع ولكن لأنه تم فإن علاقته بالماضى أوثق.

و غالبا ما نجد ظروف زمانية مع هذا الزمن مثل:

just, already, yet, up till now, for, since, etc.

١- للتعبير عن فترة زمنية انتهت حديثا ولكن تأثيرها باق:

e.g. I **have** *eaten* my breakfast. أى تناولت إفطارى (ولذلك فأنا شبع الآن)
He **has** just *read* the book. أى قرأ الكتاب حالا (ولذلك فهو يعرف ما فيه)

وفى مثل هذه الجمل عادة ما نجد كلمات مثل:

lately, recently, already, just, up to now, etc.

٢- للتعبير عن فترة زمنية لم تنته بعد:

e.g. He **has** *worked* here for five years. (ومازال يعمل)
He **hasn't** *eaten* his breakfast yet. (وقت الإفطار لم ينته بعد)

He **hasn't** *come* this morning. (لم ينته الصباح بعد لأننا قبل الظهر)

He **has** *written* seven books. (وقد يكتب كتب أخرى)

ولكننا إذا تكلمنا بعد انتهاء الفترة الزمنية المحددة فإننا نستعمل الماضى البسيط:

He **worked** here for five years (لم يعد يعمل)

He **didn't eat** his breakfast. (انتهى موعد الإفطار)

He **didn't come** this morning. (نحن الآن بعد الظهر وقد انتهى الصباح)

He **wrote** seven books. (ولن يكتب كتب أخرى لأى سبب)

وللتعبير عن فترة زمنية لم تنته بعد قد نجد كلمات مثل: so far, yet, since, for أو كلمات مثل: often, always, etc. للتعبير عن عادة مستمرة من الماضى وحتى الآن، أو كلمات مثل: today, this day, this morning, this year, etc. للتعبير عن فترة زمنية لم تنته بعد.

٣- للتعبير عن فترة زمنية ماضية انتهت ولكنها غير محددة البداية أو النهاية:

عندما تكون المعلومة وحدها هى المهمة أما زمنها فغير مهم:

e.g. He **has** *gone* to the USA.

(أى أنه ذهب للولايات المتحدة فى ميعاد غير معروف)

I **have** *been* to England. (أى ذهبت إلى إنجلترا وعدت)

أما إذا تحدد الزمن فى الماضى فلابد من استعمال الماضى البسيط:

e.g. He **went** to the USA *last month*.

I **visited** England *two years ago*.

وعند الحديث عن فترة زمنية سابقة غير محددة قد نستعمل كلمات مثل:

ever, never, etc.

e.g. **Have** you *ever* **seen** a panda?

No, I **have** *never* **seen** one.

لاحظ الآتى:

★ ١- الفرق بين *since* و *for*:

- ***since*** عندما يكون هناك ميعاد محدد لابتداء الحدث:

e.g. He **has worked** with us *since* 1995.

She **has studied** English *since* she was five.

- ***for*** للمدة عندما لا يتحدد بدايتها:

e.g. He **has worked** with us *for* two years.

She **has studied** English *for* twelve years.

ويمكن الاستغناء عن for ولكن لا يمكن الاستغناء عن since.

e.g. He **has worked** with us two years.

She **has studied** English twelve years.

★ ٢- الفرق بين been بمعنى "ذهب وعاد" و gone بمعنى "ذهب ولم يرجع بعد".

★★★ ٣-بعض أفعال الحركة خاصة فعلى: "go" and "come" تكون زمنها التام باستعمال الفعل المساعد to be بدلا من to have:

e.g. The summer is come. (= has come)
The train was gone. (= had gone)

Exercises

★III. Complete the following sentences by using "since" or "for":

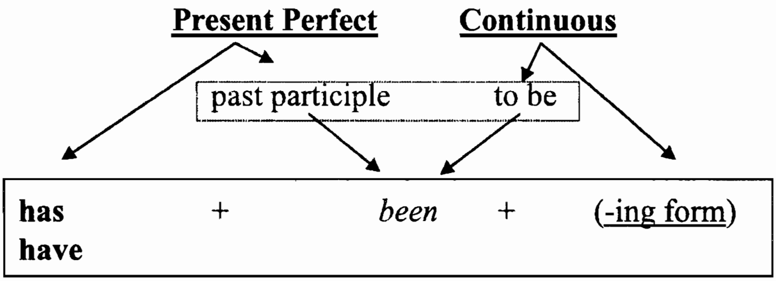
1. I haven't seen you ..... Christmas.
2. They have lived in this street ..... a long time.
3. We haven't bought any new shoes ..... months.
4. He hasn't spoken to me .... our quarrel.
5. You haven't sent me any money ..... my birthday.
6. She has worn the same skirt ..... a month.
7. I haven't eaten any meat ..... last Friday.
8. There hasn't been a famine in Egypt ..... centuries.
9. Nobody has written to me .... last Monday.
10. I haven't seen you .... ages.

★ ٤ - المضارع التام المستمر

Present Perfect Continuous

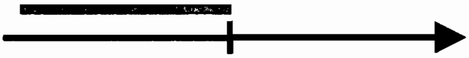
تكوينه:

يتكون من فعل to have فى المضـارع المناسب للفاعل + اسم المفعول لفعل to be + اسم الفاعل للفعل:



استعمال المضارع التام المستمر:

يستعمل هذا الزمن مثل المضـارع التام إذا أردنا التعبير عن طـول الفترة الزمنيـة التـى يحدث فيها الفعل، وبالذات:



١ - للتعبير عن فترة زمنية ممتدة من الماضى وحتى الآن ومازالت مستمرة:

e.g. She **has** *been* listening to the radio since noon. (وحتى الآن)
I **have** *been* driving for six hours. (وحتى الآن)

وعادة ما نجد كلمات مثل since أو for فى الجملة.

٢- للتعبير عن فترة زمنية ممتدة من الماضى وانتهت حالا:

e.g. I **have** *been* waiting for you since six.
He **has** *been* sitting here a moment ago.

لاحظ:

كثيرا ما يستعمل هذا الزمن فى الإجابة على سؤال بـ **How long?** وكثيرا ما تكون الإجابة بـ **since** أو **for**:

e.g. **How long** has he been reading?
He has been reading **for** six hours.
He has been reading **since** noon.

Exercises

★★IV. Put the verbs between the brackets into the "present perfect" or the "present perfect continuous":

1. I (live) here since 1960.
2. I (not see) you for a long time.
3. How long (you learn) English?
4. The dog (sit) in front of the fire all day.
5. They (shut up) the house and (go away) for the holidays.
6. I (wait) for you since six.
7. I'm cold because I (swim) for hours.
8. You (already eat) three steaks since morning.
9. The baby's eyes are red because he (cry) for hours.
10. You (ever be) to the U.S.A.?

★★V. Put the verbs in the "present perfect" or the "present perfect continuous" and add "For", or "Since":

1. I (stand) here ..... half an hour, but the bus (not arrive).
2. I (write) letters ..... the last two hours.
3. .... I left you, I (read) two books already.
4. How many new words (you memorise)..... our last lesson.
5. We (sit) on these hard seats .... nearly half a day.
6. "You (see) Ali ..... Friday?"
7. I (not see) you ..... a long time.
8. You (not be) here ..... then?
9. He (work) with us in this factory ..... 1971.
10. He (be) with us ..... ten years.

ثانيا: الماضى The Past

★ ١- الماضى البسيط Past Simple

تكوينه:

١- فى الأفعال العادية regular verbs: بإضافة ed- إلى أساس الفعل.
٢- فى الأفعال الشاذة irregular verbs: بحفظ جداول الأفعال.
٢- فى الأفعال المحدودة الخاصة special finites: بحفظها.

استعمال الماضى البسيط:

١- للتعبير عن حدث وقع وانتهى فى الماضى تماما:

أ- مع ذكر ظرف ماض محدد مثل:

yesterday, last night, last week, in 1945, once, ago, etc.

e.g. He **arrived** yesterday.

ب- مع السؤال عن موعد:

e.g. When **did** he **arrive**?

جـ- عندما يكون الموعد معروفا بالرغم من عدم ذكره:

e.g. I **bought** this suit in Paris.

٢- للتعبير عن عادة habit فى الماضى (انتهت الآن):

ونلاحظ استعمال ظروف التردد والتكرار adverbs of frequency فى هذه الحالة مثل:

always, often, sometimes, etc.

e.g. He **was** often late before buying his car.

لاحظ إمكان استعمال **used to** مع المصدر فى هذه الحالة:

e.g. He **used to** *be* late before buying his car.

٣- يستعمل الماضى البسيط أيضا فى الجمل الشرطية (عندما يكون الشرط قد تحقق بينما جوابه لم يتحقق بعد أو للافتراض) والأمنيات wishes:

e.g. If he **studied** 😐 he would succeed.
If you **won** the first prize, what would you do? افتراض
I wish I **were** a bird.

لاحظ استعمال were مع جميع الأشخاص فى الأسلوب الشرطى وأسلوب التمنى.

٤- يتغير المضارع البسيط إلى ماض بسيط عند تغيير الزمن فى الكلام غير المباشر:

e.g. He said, "I **love** music." (direct speech - present simple)
He said that he **loved** music. (indirect speech - past simple)

ملحوظة هامة:

يجد كثير من المبتدئين صعوبة فى اختيار الزمن المناسب بين الماضى البسيط والمضارع التام، ولعل الجدول التالى يسهل عليهم هذه المهمة:

Present Perfect	Past Simple
1. They **have lost** their money. الاهتمام بنتيجة الحدث أى كونهم مفلسين	1. They **lost** their money. الاهتمام بالحدث نفسه
2. He **has** just **arrived**. حدث من فترة قصيرة للغاية	2. He **arrived** two hours ago. حدث من فترة أطول
3. **I haven't seen** Clinton. حدث قد يتعدل لأن كلينتون مازال حيا	3. I **didn't see** Sadat. حدث يستحيل تعديله لأن السادات توفى
4. It **hasn't rained** this morning. لم ينته الصباح بعد، وقد تمطر	4. It **didn't rain** this morning. انتهى الصباح - انتهت الفترة الزمنية
5. He **has** always **been** clever. حدث (أو عادة) استمر على حاله ولم يتغير	5. He **was** always clever. حدث (أو عادة) لم يستمر على حاله (أصبح غبيا أو توفى)
6. He **has gone** to America. فى زمن غير محدد فى الماضى	6. He **went** to America yesterday. فى زمن محدد فى الماضى

Exercises

★★VI. Put the verbs in the present perfect or the past simple:

1. I (not see) you since we (meet) last year.
2. How long ago (be) our last war with Israel?
3. They (visit) us last month.
4. He (not speak) to me for two weeks.
5. I (buy) one like it a month ago.
6. My sister (not write) to me for months.
7. It's 11 a.m. Mr. Hussein (arrive) yet?
8. It's 1 p.m. Mr. Hussein (come) this morning?
9. My friend (get) a new job with the telephone company.
10. My friend (get) a new job last week with the telephone company .

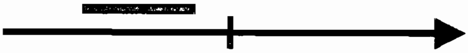
★٢- الماضى المستمر Past Continuous

تكوينه:

يتكون من فعل to be فى الماضى المناسب للفاعل – اسم الفاعل (شكل ing-)

was
were → + *present participle (-ing form)*

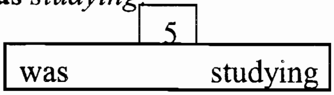
استعمال الماضى المستمر:



١- للتعبير عن حدث استمر فترة طويلة نسبيا فى الماضى:

أ- حول نقطة زمنية أو أثناء فترة زمنية:

e.g. At five, he **was** *studying*.

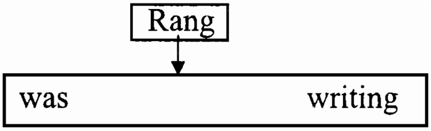


All morning, he **was** *digging* in the garden.

all	morning
was	digging

ب- وحدث أثناءه حدث آخر (ويكون هذا الحدث الثانى فى الماضى البسيط):

e.g. While I **was writing**, the telephone rang.



جـ- ولازمه حدث آخر. أى أنه كان هناك حدثان (أو أكثر) يحدثان فى نفس الوقت واستمرا فترة طويلة نسبيا، وهنا يكون الحدثان فى الماضى المستمر. وكثيرا ما نجد هذا الاستعمال فى الجزء الوصفى من القصص والروايات:

e.g. The sun **was shining**, the birds **were singing**, ...

I **was reading** while he **was sleeping**.

was	reading
was	sleeping

★★ء- مع إعطاء معنى التدرج: وذلك باستعمال الماضى المستمر مع أفعال التحول والصيرورة inchoate verbs بمعنى "أخذ .... تدريجيا" مثل:

become, get, turn, grow, come, fall, wear, run, wax, wane, etc.

e.g. It **was getting** late.

He **was falling** in love.

My patience **was wearing** thin. (أخذ صبرى ينفد (تدريجيا

٢- كماض للمضارع المستمر:

أ- فى الكلام غير المباشر يتحول المضارع المستمر إلى ماض مستمر:

e.g. He said, “I **am staying** with my father.” (present cont.)

He said that he **was staying** with his father. (past cont.)

ب- للتعبير عن التخطيط للمستقبل فى الماضى future in the past:

e.g. He packed because he **was leaving** for Paris that night.

جـ- للتعبير عن الضيق annoyance أيضا باستعمال always:

e.g. She **was** *always* **complaining**.

★★٣- **كبديل للماضى البسيط** لإعطاء معنى أكثر عفوية casual ورفع المسئولية عن الفاعل:

e.g. I **quarrelled** with Kasim the other day. (past simple)

تعاركت مع قاسم (أى أننى الذى بدأت العراك)

I **was quarrelling** with Kasim the other day. (past cont.)

كنت أتعارك مع قاسم (غير معروف من الذى بدأ العراك)

What **did** you **do** yesterday? ماذا فعلت أمس (أشبه بالاتهام)

What **were** you **doing** yesterday? (أكثر أدبا)

Exercises

★VII. Correct the tense of the verbs between brackets:

1. The sun (shine) when we (go) out last week.
2. It (rain) this morning when I (come) out of my house.
3. He (work) all day yesterday while his brother (sleep).
4. When I (arrive) at his place, he (still sleep).
5. The thief (jump off) the train while it (move) .
6. The light (go out) while we (do) our homework.
7. She (cut) her finger while she (cut) the bread.
8. When she (arrived), I (write) her a letter.
9. The boy (fall down) while he (run) .
10. We (run) under the balcony when the storm (break).

★★VIII. Correct the tense of the verbs between brackets. (present and past tenses):

1- He (go) to the cinema every Friday till his last illness.
2. He (go) abroad last week.
3. He (go) out when I (arrive) and I had to delay him.
4. "No, he isn't here. He (just go) out".
5. "Where is he?" , "He (go) out five minutes ago."
6. I (hear) the news last night, but I (not hear) anything since then.
7. He (be) busy now, he (write) a letter.
8. When I last (see) him, he (live) in Jiddah.
9. I (hope) he (get) better now. I (hear) he (get) a bad cold during the last cold spell.
10. Ahmed (write) a letter now. He already (write) two letters this morning and he (write) a lot yesterday.

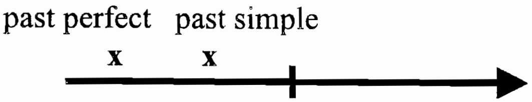
★٣- الماضى التام Past Perfect

تكوينه:

يتكون من فعل to have فى الماضى أى had + اسم المفعول (شكل -ed).

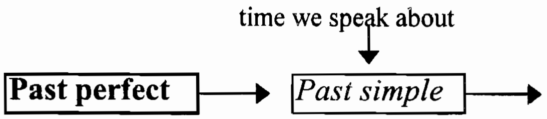
had + Past participle (-ed form)

استعمال الماضى التام:



١- يستعمل للحدث الأقدم عند الحديث عن الماضى past in the past:

عندما نتحدث عن الماضى نستعمل عادة الماضى البسيط *past simple*، ولكن عندما يكون فى الجملة فعلان ونريد أن نوضح أيهما حدث أولا، نستعمل **الماضى التام past perfect** للفعل الأقدم حدوثا، وأكثر هذا الاستعمال يكون مع وجود الظرفان الزمنيان before و after:



e.g. I *read* the book which I **had borrowed**.

(فالاستعارة أقدم حدوثا من القراءة)

After he **had shaved**, he **took** a bath.

The bus **had left** before I *reached* the bus station.

٢- نفس استعمالات المضارع التام ولكن فى الماضى:

أى لحدث كان يحدث فى الماضى وانتهى حول (قبل - عند - بعد) وقت الحديث عنه، وكثيرا ما نجد الظروف الزمنية التالية *just* و *already* و *yet*:

e.g. The train **had** *just* **arrived** when I saw him. (انتهى عند الوقت)

The train **had** *already* **arrived** when I saw him. (انتهى قبل الوقت)

When I arrived, he **hadn't finished** dressing *yet*.

(انتهى بعد الوقت بقليل)

٣- فى الكلام غير المباشر عند تغيير الفعل إلى فعل أقدم: يتغير الماضى البسيط إلى ماض تام، ويتغير المضارع التام إلى ماض تام:

e.g. He said, "I **went** to Paris last week." (past simple)

He said that he **had gone** to Paris the previous week. (past perf.)

He said, "I **haven't seen** him for ages." (present perf.)

He said the he **hadn't seen** him for ages. (past perfect)

٤- فى شرط الجمل الشرطية عندما يكون الشرط وجوابه قد تحققا:

e.g. If he **had loved**, he wouldn't have been so cruel.☹

٥- مع *as if* (كما لو كان):

e.g. He knew the plot of the film *as if* he **had written** it.

Exercises

★★IX. Correct the verbs between the brackets. (past simple and past perfect are used):

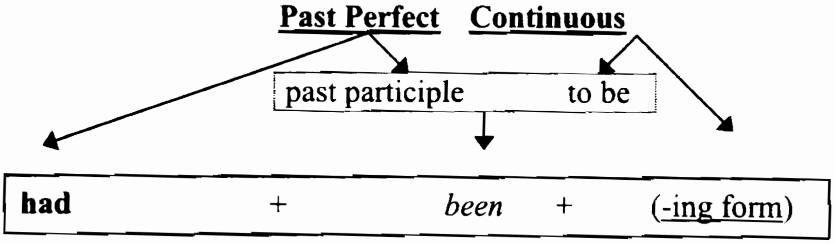
1. They (eat) every thing by the time I (arrive) at the party.
2. When I (find) my wallet, the thief (already steal) the money.
3. (You already leave) when the trouble (start)?
4. I (not finish) getting off the train when it suddenly (start).
5. The fire (already spread) to the next building before the firemen (arrive).
6. The sun (set) before I (be) ready to go.
7. He (wonder) why I (not visit) him before.
8. They (drink) coffee after they (finish) their dinner.
9. She (say) that she (already see) the Pyramids.
10. They (go) home after they (finish) their homework .

★ ٤- الماضى التام المستمر

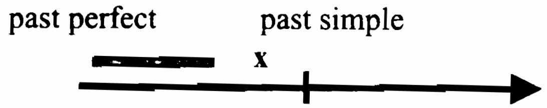
Past Perfect Continuous

تكوينه:

يتكون من فعل to have فى الماضى أى had + اسم المفعول لفعل to be أى been + اسم الفاعل للفعل (شكل -ing):



استعمال المضارع التام المستمر:



١- مثل استعمال الماضى التام ولكن لفترة استمرت مدة طويلة نسبيا (أى فترة ممتدة من الماضى البعيد ولحين وقت الحديث عنها):

e.g. She **had** *been* sleeping for ten hours when I arrived.
He **had** *been* listening to the radio all morning.
He **had** just *been* parking the car when the bus hit him.

٢- للتعبير عن التكرار repetition فى الماضى:

e.g. We **had been trying** to reach you on the phone yesterday.

٣- فى الكلام غير المباشر عندما نغير المضارع التام المستمر إلى ماض تام مستمر:

e.g. He said, “I **have been playing** for the whole morning.”
He said that he **had been playing** for the whole morning.

Exercises

★★X. Rewrite the sentences putting one verb into the past simple and the other into the past perfect continuous:

1. When I (get) there, she (work) all night.
2. They (not like) their house although they (live) there for years.
3. There (be) books everywhere; she (read) for hours.
4. He (work) in the garden, but he (stop) when he saw her.
5. He (try) to finish his homework, but he (be) constantly interrupted.

ثالثا: المستقبل The Future

★ ١- المستقبل البسيط Future Simple

تكوينه:

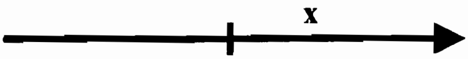
يتكون من shall أو will + المصدر العارى (بدون to). والقاعدة هى استعمال shall مع الشخص الأول (I, we)، و will مع الشخصين الثانى والثالث. ولكن يوجد ميل شديد هذه الأيام لاستعمال will فقط مع جميع الأشخاص للمستقبل، واستعمال shall كفعل مُقيد فقط modal verb.

will (shall) + *infinitive (without to)*

لاحظ الاختصارات التالية:

will → ’ll
will not → won’t
shall not → shan’t

استعمال المستقبل البسيط:



١- كأحد طرق التعبير عن المستقبل، وخاصة:

أ- عند اتخاذ قرار مفاجئ sudden decision:

e.g. It's too hot. I **shall** *take* a bath.

★★ب- للتعبير عن التأكيد أو العزم أو الوعد باستعمال shall مع الشخصين الثانى والثالث، واستعمال will مع الشخص الأول:

e.g. I'**ll** *be* here tomorrow.
They **shan't** *beat* you.
We'**ll** *help* you.

جـ- لعرض اقتراح أو خدمة أو طلب suggestion, service, request:

e.g. **Shall** I *open* the window for you? (عرض خدمة)
Will you *pass* the salt please? (طلب)
Shall we *go* to the play? (اقتراح)

★★ د- للتعبير عن آراء أو توقعات مستقبلية وخاصة عن أشياء ليس بمقدورنا التحكم فيها:

e.g. I think they **will be** happy.
They **will come** tomorrow.
I dare say she **will do** it.
Trains **will be** much faster in the future.

ونلاحظ فى هذا الاستعمال أنها قد تُسبق بـ:

-أفعال التفكير مثل:

think, believe, know, suppose, hope, doubt, wonder, be sure, be afraid, etc.

أو - ظروف التأكد والاحتمال مثل:

certainly, surely, probably, possibly, never, etc.

هـ- للتعبير المستقبلى (أو التنبؤ) عن أفعال النشاط غير الظاهر والتى لا يمكن التعبير عنها باستعمال المضارع المستمر (انظر المضارع المستمر):

e.g. He **will think** that I betrayed him.
She **will love** it.
I'**ll have** it by noon, tomorrow.
The baby **will weigh** 5 kilograms.

و- للتعبير عن عادة habit سوف تحدث فى المستقبل:

e.g. He **will** often **visit** us, now that he has bought a car.
I **will** always **go** fishing.

٢- يستعمل فى جواب الشرط عندما يكون فعل الشرط مضارعا:

e.g. If he comes, I'**ll phone** you.

٣- يستعمل أحيانا مع العبارات الظرفية للغرض purpose بدلا من may:

e.g. I am waiting for him so that I **will tell** him the news.

★★ملحوظة هامة:

هناك عدة طرق للتعبير عن المستقبل غير زمن المستقبل future بأنواعه وهى:

١- المضارع البسيط present simple: (انظر المضارع البسيط)

e.g. The train **leaves** at 7 o'clock. (خطة موضوعة)

e.g. When I **see** him, I'll tell him that you have arrived. (عبارة زمنية)

e.g. If I **drink** this, I'll be sick. (عبارة شرطية لم تتحقق بعد)

٢- المضارع المستمر Present continuous: (انظر المضارع المستمر)

أ- مع ظرف زمنى مستقبل للتعبير عن التخطيط أو العزم:

e.g. I **am meeting** him tomorrow. (اتفقنا على هذا)

I **am leaving** at once. (عزم)

ب- **to be going to** مع أو بدون ظرف زمانى مستقبلى للتعبير عن القصد أو النية intention، أو التنبؤ المؤكد (تقريبا) prediction، أو مع أفعال النشاط غير الظاهر:

e.g. I **am going to meet** him tonight. (هذا ما أنتويه)

e.g. It'**s going to rain**. (تنبؤ)

e.g. I **am going to believe** you. (أفعال النشاط غير الظاهر)

٣- الأفعال المُقيدة modal verbs مع ظرف زمانى مستقبلى:

e.g. I **must study** harder the next few weeks.

I **may return** tomorrow.

I **needn't go** there next week.

٤- to be to + infinitive:

e.g. The German chancellor **is to visit** Russia.

وبإضافة about يصبح للمستقبل القريب جدا.

e.g. The teacher **is about to announce** the result of the exam.

٥- to be on the point of + (-ing form):

للمستقبل القريب جدا أو الوشيك.

e.g. Ali **is on the point of making** an important discovery.

Exercises

★XI. Put the following sentences into the simple Future tense (Use the contracted forms):

1. I eat bread everyday.
2. He likes geography.

3. I feel ill if I eat too much.
4. Do we need coloured pens?
5. It doesn't hurt.
6. We don't do our homework at class.
7. They come here in winter.
8. Why doesn't he drink his Cola?
9. He can sing.
10. I must read more.

★XII. Change the following future tense verbs into the "Going-to" form:

1. I shall go home tomorrow.
2. He'll lend me the money.
3. My father will buy me a new car.
4. They'll learn Italian.
5. I think I shall be sick.
6. We shall finish all the work.
7. Nadia will get married.
8. I'm afraid it'll cost a lot of money.
9. Where will he stay?
10. He won't come home.

★★XIII. Put the verbs between brackets into the appropriate form of the future (will-shall or going to):

1. She (know) in a minute.
2. I (understand) it better tomorrow.
3. He (give) it to you if you ask him.
4. I think I (be) sick..
5. He (live) in Paris for a year.
6. I know he (not agree).
7. Sometimes the baby (cry) for hours.
8. I heard the bell, I (open) the door.
9. I (phone) her now.
10. I (study) well this year.

★★٢- المستقبل المستمر Future Continuous

تكوينه:

يتكون من will (shall) + المصدر المستمر (be + -ing form)

Future Continuous

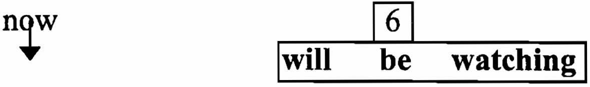
will (shall)	+	*be*	+	(-ing form)

استعمال المستقبل المستمر:

يستعمل لحدث يستمر فترة طويلة نسبيا فى المستقبل:

١- للتعبير عن فعل يحدث حول نقطة زمنية فى المستقبل:

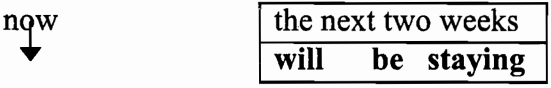
e.g. I'll *be* watching TV at six.



When you arrive, he'll *be* sleeping.

٢- للتعبير عن فعل يحدث خلال فترة زمنية فى المستقبل:

e.g. **I'll be staying** at my aunt's during the next two weeks.



I **shall be studying** while you are taking your bath.

٣- للتعبير عن روتين مستقبلى:

e.g. He **will be working** as usual.
I'll be staying home the Fridays. You can phone me.

لاحظ الفروق التالية:

present cont.: I **am seeing** him tomorrow. (اتفقنا على ذلك)

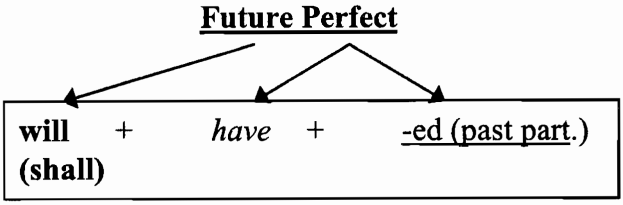
be going to: I **am going to see** him tomorrow.
(هذا قصدى وقد لا نكون قد اتفقنا)

future cont.: I **shall be seeing** him tomorrow. (هذا هو روتيننا العادى)

★★٣- المستقبل التام Future Perfect

تكوينه:

يتكون من will (shall) + المصدر التام (have + -ed form)

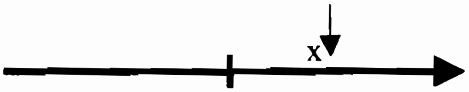


Future Perfect

will **(shall)**	+	*have*	+	-ed (past part.)

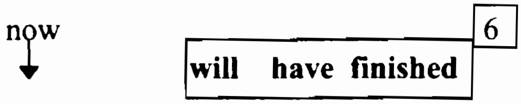
استعمال المستقبل التام:

يستعمل للتعبير عن حدث مستقبلى متوقع أن ينتهى حول (قبل - عند - بعد) نقطة زمنية مستقبلية.



١- للتعبير عن حدث مستقبلى سيكون قد تم بالنسبة لنقطة زمنية مستقبلية:

e.g. I'll *have* finished my homework by six o'clock.


now
6
will have finished

She'll *have gone* before you arrive.

٢- للتعبير عن فترة زمنية سوف تصبح ماضيا بالنسبة لنقطة زمنية مستقبلية:

e.g. She'**ll have stayed** almost three months next January.
He'**ll have slept** ten hours by lunch time.

٣- للتعبير عن احتمال منطقى:

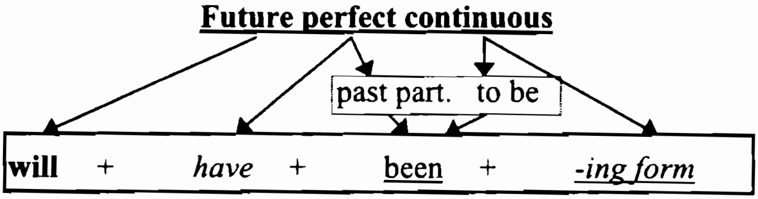
e.g. It's four o'clock. He'**ll have reached** home by now.

★★ ٤- المستقبل التام المستمر

Future perfect continuous

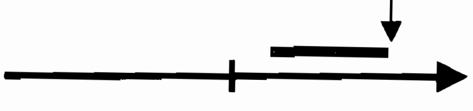
تكوينه:

يتكون من will (shall) + المصدر التام المستمر (have + been + -ing form)


Future perfect continuous
past part.
to be
will
+
have
+
been
+
-ing form

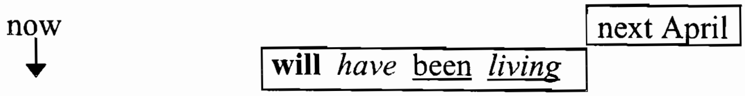
استعمال المستقبل التام المستمر:

يستعمل للتعبير حدث يستمر مدة طويلة نسبيا وينتهى حول نقطة زمنية مستقبلية (مثل المستقبل التام ولكن الحدث استمر فترة أطول).



١- للتعبير عن فعل استمر فترة طويلة نسبيا وانتهى عند نقطة زمنية مستقبلية:

e.g. We **will** *have* been *living* here for two years next April.



By ten o'clock, they**'ll have been dancing** 24 hours.

٢- لشرح سبب مستقبلى لما سيحدث:

e.g. I'll be tired because **I'll have been driving** all day.
He'll get hurt because he**'ll have been drinking** all night.

Exercises

★★XIV. Put the verbs between brackets into the proper tense to give a future meaning:

1. By the time he retires, he (be) with our company for thirty years.
2. They (play) for three hours by six o'clock.
3. Maher (be) five years old next Friday.
4. I (wait) for you till you (arrive) tomorrow.
5. We (visit) Hoda when she (return).
6. After ten minutes I (drive) for exactly six hours.
7. They (not eat) for 72 hours by 10 o'clock tomorrow.
8. I (not do) any work at all during the coming holiday.
9. When he (come), don't tell him that we (prepare) a surprise party.
10. Before you (decide) , I (tell) you a little story that might help you in your decision.

★★XV. Using the adverbs between brackets, rewrite the following sentences to give a future meaning:

1. What are you doing. (in ten years time).
2. I'm still mending the chair. (at seven o'clock)
3. I'm waiting for you. (at our usual place)
4. He finished writing his new novel. (by next June).
5. He taught us to speak French. (by the end of March)
6. He is teaching us History for two years. (by the end of the year).
7. You have a bicycle on my word of honour. (tomorrow) .
8. You're swimming in the sea. (this time next week).
9. She's still talking (for at least another hour).
10. I'm seeing him. (tomorrow).

★★ رابعا: المستقبل فى الماضى (الأزمنة الشَرْطية)
Future in the Past (the Conditionals)

يُفضل حاليا التعبير عن المستقبل فى الماضى باستعمال الماضى المستمر لفعل: **to go**
to + *infinitive*:

e.g. I **was going to** *attend* the party, but I had to finish my work and didn't go.

ويستعمل هذا الزمن عادة للتعبير عن خطة لم تتم. وكذلك يمكن استعمال أزمان المستقبل فى الماضى أو ما يطلق عليها الأزمان الشرطية لكثرة استخدمها فى جواب الجمل الشرطية.

★ ١ - المستقبل البسيط فى الماضى (الشَرْطى المضارع البسيط)
Future simple in the past (Present simple conditional)

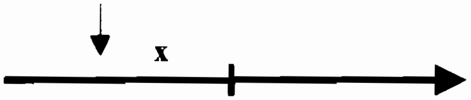
تكوينه:

يتكون مثل المستقبل البسيط باستعمال would بدلا من will:

would (should)	+	*infinitive* (without to)

ونختصر would إلى **'d** فى المحادثة.

استعمال المستقبل فى الماضى البسيط (المضارع الشرطى):



١ - للتعبير عن خطة فى الماضى لم تتم (غالبا):

e.g. I thought I **would** *be* a great painter.
She believed that I **would** *visit* her last month.
She forgot that he **would** *come* and was much surprised to see him.

ويلاحظ استعمال أحد أفعال التفكير أو الاعتقاد فى الماضى فى هذه الجمل مثل:
thought, believed, forgot, supposed, etc.

٢ - فى جواب الشرط عندما يكون الشرط فى الماضى البسيط *Past simple* (أى عندما يكون الشرط قد تحقق أما جوابه فلم يتحقق بعد أو للتعبير عن شئ غير محتمل improbable):

e.g. If I *had* any money, I **would lend** you some.
If you *sold* more sets, you **would have** much money.

٣- فى الكلام غير المباشر عندما نغير المستقبل البسيط إلى فعل أقدم:

e.g. He said, "I'**ll go** to the cinema."
He said that he **would go** to the cinema.

ملحوظة: نادرا ما نستعمل should فى هذا الزمن حتى لا يحدث لبس فى المعنى لأن معظم استعمال should هو كفعل مُقيد بمعنى "ينبغى".

★★٢- المستقبل فى الماضى المستمر

(الشَرْطى المضارع المستمر)

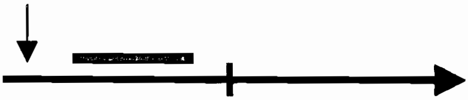
Future cont. in the past (Present cont. conditional)

تكوينه:

يتكون مثل المستقبل المستمر باستعمال would بدلا من will:

would + *be* + (-ing form)

استعمال المستقبل فى الماضى المستمر (المضارع الشرطى المستمر):



نفس استعمالات المستقبل فى الماضى البسيط عندما يستمر الفعل فترة طويلة نسبيا.

١- للتعبير عن خطة تستمر فترة زمنية طويلة نسبيا ولكنها لم تتم (غالبا):

e.g. I thought she **would** *be* staying with us, but she had other plans.
I forgot he **would** *be* sleeping and waited for him, but of course he never showed up.

وهنا أيضا يلاحظ استعمال أحد أفعال التفكير والاعتقاد فى الماضى.

٢- فى جواب الشرط عندما يكون الشرط فى الماضى البسيط *Past simple*:

e.g. If you *came* early, you **would be playing** with us.
I **would be waiting** for you if you *arrived* early.

٣- فى الكلام غير المباشر عندما نغير المستقبل المستمر إلى فعل أقدم:

e.g. He said to me, "I'**ll be playing** tennis when you arrive."
He told me that he **would be playing** tennis when I arrived.

★★٣- المستقبل التام فى الماضى (الماضى الشَرْطى)

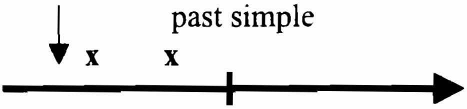
Future perfect in the past (Past conditional)

تكوينه:

يتكون مثل المستقبل التام باستعمال would بدلا من will:

would + *have* + past part.(-ed form)

استعمال المستقبل التام فى الماضى (الماضى الشرطى):



١- للتعبير عن حدث كان سيحدث فى الماضى البعيد ولكنه لم يحدث:

e.g. She **would** *have* stayed, but Ali made her angry and she left.

٢- فى جواب الشرط عندما يكون الشرط فى المـاضـى التـام *Past Perfect* (أى عندمـا يكـون
الشرط وجوابه لم يتحققا أى للتعبير عن المستحيل impossible):

e.g. If I *had worked* harder, I **would have passed** the exam.
I **wouldn't have become** a lawyer, *had* they *accepted* me in the Faculty of Medicine.

٣- فى الكلام غير المباشر عند تحويل المستقبل التام إلى فعل أقدم:

e.g. He said, "I'**ll have taken** my breakfast by ten o'clock."
He said that he **would have taken** his breakfast by ten o'clock.

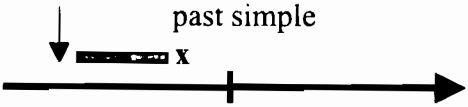
★★ ٤- المستقبل المستمر التام فى الماضى
(الماضى الشرطى المستمر)
Future perfect continuous in the past
(Past continuous conditional)

تكوينه:

يتكون مثل المستقبل المستمر التام باستعمال would بدلا من will:

would + *have* + been + *(-ing form)*

استعمال المستقبل المستمر التام فى الماضى (الماضى الشرطى التام):



١- للتعبير عن حدث كان سيستمر فترة فى الماضى البعيد (ولكنه لم يحدث):

e.g. She **would** *have* been *staying* with us, but she broke her leg.

٢- فى جواب الشرط (فى بعض الأحيان) عندما يكون الشرط فى الماضى التام *P. Perf.* :

e.g. If I *had succeeded* last year, I **would have been visiting** England for three months.

٣- فى الكلام غير المباشر عندما نحول المستقبل المستمر التام إلى فعل أقدم:

e.g. He said, "We **will have been living** here for three years by next Christmas.

He said that they **would have been living** there for three years by the following Christmas.

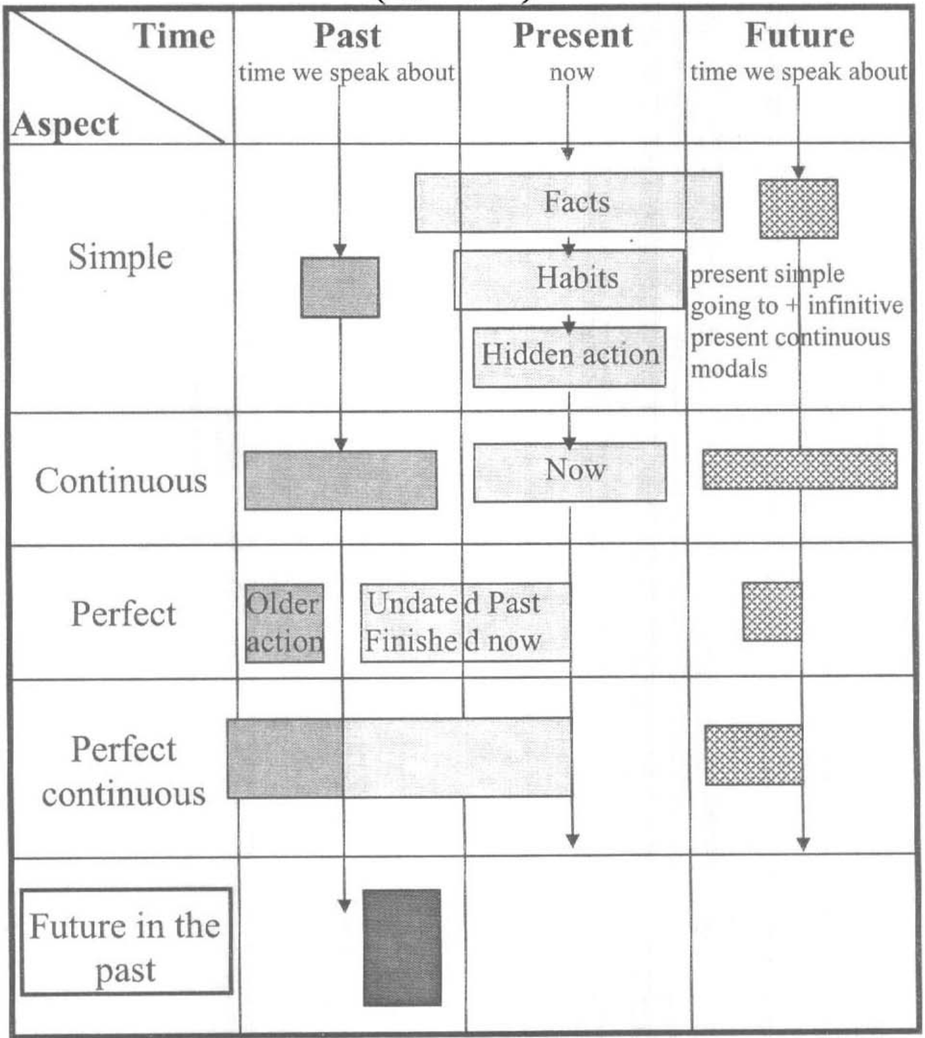
Exercises

★★XVI. Correct the verbs between brackets:

1. If she weren't so shy, she (enjoy) parties more.
2. If he weren't so thin, he (not feel) the cold so much.
3. Provided he didn't take his gloves off, he (not cut) his fingers.
4. Had I seen the signal, I (stop).
5. If I had known your number, I (ring) you.
6. If she hadn't had an accident which forced her into a nursing home, she (stay) with us now.
7. Had we had enough money, we (go) by air.
8. If you had drawn the attention of the driver, the bus (stop) for us.
9. If they had listened carefully, they (not make) that mistake.
10. If I had a vacuum cleaner, I (not be) so slow.

استعمال الأزمنة المختلفة Using Tenses

(للمبتدئين)


Time
Aspect
Past
time we speak about
Present
now
Future
time we speak about
Simple
Facts
Habits
Hidden action
present simple
going to + infinitive
present continuous
modals
Continuous
Now
Perfect
Older action
Undated Past
Finished now
Perfect continuous
Future in the past

ادرس الشكل السابق جيدا ولاحظ أن كل زمن له مكانه الخاص بالنسبة للوقت الحاضر (الآن now) وبالنسبة للوقت الذى نتحدث عنه time we speak about. ولابد من اختيار الزمن بعناية فى الجملة لتعبر تماما عما نقصده. وفيما يلى بعض النصائح للمبتدئين فى دراسة اللغة الإنجليزية:

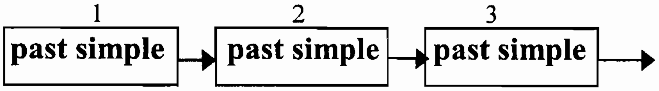
١ ـ عند الكلام عن الحاضر: نستخدم present simple للحديث عن الحقائق أو العادات أو للتعبير عن أفعال النشاط غير الإرادى. ونستعمل present continuous للكلام عما يحدث الآن now بالنسبة لأفعال النشاط الإرادى:

e.g. The sun **rises** in the East. (fact)

I usually **go** to school by bus. (habit)
I **think** he is sleeping. (involuntary action)
Look! The teacher **is coming**. (now, apparent action)

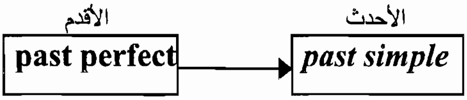
٢- عند الحديث عن الماضى: نستخدم past simple دائما طالما أننا نقص الأحداث فى ترتيبها الطبيعى:

e.g. I **opened** the door, **turned on** the lights, **undressed**, etc.


1
2
3
past simple
past simple
past simple

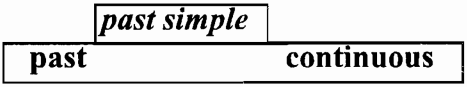
أ- إذا احتوت الجملة على فعلين، وكان فعل منهما قد حدث قبل الآخر (أقدم) وخاصة فى وجود before و after نجعل الفعل الأقدم حدوثا فى past perfect:

e.g. Before he ***ate***, he **had washed** his hands.


الأقدم
الأحدث
past perfect
past simple

ب- إذا احتوت الجملة على فعلين، استمر أحدهما فترة طويلة نسبيا، وحدث الفعل الثانى أثناء حدوث الفعل الأول، نجعل الفعل الأول (الطويل نسبيا) فى المضارع المستمر present continuous:

e.g. While she **was eating**, her brother ***arrived***.

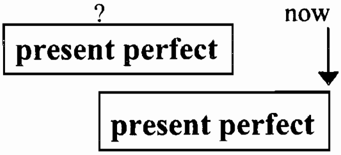

past simple
past
continuous

جـ- إذا كان تاريخ الحدث غير محدد أو تم معظم أو كل الحدث قبل الآن وخاصة مع ظروف مثل just أو already أو yet نستعمل present perfect:

e.g.

I **haven't seen** him

He **has** just **arrived**


?
now
present perfect
present perfect

٣- للحديث عن المستقبل: نستخدم future simple عموما، أو to be going to + inf. ، و نستعمل المضارع البسيط *present simple* فى العبارات الزمنية أو الشرطية، ويمكن استعمال المضارع المستمر أو الأفعال المقيدة مع :

e.g. I'**ll wait** *till* she ***arrives***. I'**m going to wait** for him.
If he **shows up**, I'**ll see** him. I **must see** you *tomorrow*.
I **am meeting** him *tomorrow*.

Exercises

★★ XVII. Put the verbs in brackets into the correct tense:

1. Officer to his driver: "(Wait) for me at the station till I (arrive)."
2. If you (heat) any metal, it (expand).
3. Yesterday, I (go) home after I (finish) my work.
4. I (phone) you twice yesterday and (get) no answer.
5. He (be) Minister of health since 1989.
6. You shouldn't (climb up), you should have taken the lift.
7. Nobody (see) him since our party last week.
8. Look! There (be) an aeroplane which (look) (be) in trouble.
9. This time next week I (sit) on the beach enjoying the sun.
10. Listen! Our neighbours (have) their daily fight over who is going to read the newspaper first.
11. If I had been ready when he (call), he (take) me.
12. The furniture (be moved) to our new home tomorrow.
13. If they (go) any further, they (fall) over a precipice. Thank God for their safety!
14. Don't be late! I (wait) for you by the garden gate around 10 a.m.
15. He told me that he (take care) of every thing the following Sunday.

★بناء الفعل Voice

المبنى للمعلوم والمبنى للمجهول
Active Voice and Passive Voice

نستعمل الأفعال المتعدية transitive فقط فى المبنى للمجهول passive voice.

★الفعل المتعدى transitive والفعل اللازم intransitive:

قد يكون الفعل متعديا أى يتعدى على مفعول به object، أو لازما أى غير متعدى intransitive ليس له مفعول به:

e.g. The cat **killed** the mouse. (transitive)
The cat **slept**. (intransitive)

وقد يكون نفس الفعل متعديا فى جملة ولازما فى جملة أخرى:

e.g. He **ate** slowly. (intransitive)
He **ate** his dinner slowly. (transitive)

وقد يكون للفعل المتعدى مفعول به واحد أو أكثر، وفى هذه الحالة يكون أحدهما مفعول به مباشر **direct object** والأخر مفعول به غير مباشر *indirect object*. وغالبا يكون المفعول به غير المباشر هو الأقرب للفعل، أما إذا ابتعد وأتى بعد المفعول المباشر فغالبا يسبق بأحد حرفى الجر to أو for:

e.g. He gave *her* **the money**.
He gave **the money** to her.
He bought *his friend* **a book**.
He bought **a book** for *his friend*.

★المبنى للمعلوم والمبنى للمجهول
Active Voice & Passive voice

عندما يكون اهتمامنا الرئيسى بفاعل الفعل نستعمل المبنى للمعلوم **active voice** موضحا به الفاعل *subject* :

e.g. *Beethoven* **wrote** nine symphonies.

ونستعمل المبنى للمجهول فى الحالات التالية:

١- عندما يكون اهتمامنا الرئيسى بالحدث أو الفعل نفسه، ولا أهمية للفاعل.

e.g. Three people **were killed**. (قُتل ثلاثة أشخاص)

٢- عندما لا نعرف الفاعل أو عندما يكون الفاعل هم الناس عموما.

e.g. My bag **was stolen**. (سُرقت حقيبتى)
It **is thought** that he is a spy. (People think so)

٣- عندما يكون الفاعل معروفا جدا بحيث لا تصبح هناك ضرورة لذكره:

e.g. The thieves **were arrested**. بمعرفة الشرطة طبعا

٤- عندما يكون فاعل الفعل معروفا أيضا ولكنه يأتى بعد الفعل فى الأهمية، نضع الفعل فى المبنى للمجهول، ونلحق الفاعل الذى يسمى فى هذه الحالة "المُسبب" agent بعد حرف الجر *by*.

e.g. Nine symphonies **were written** *by* Beethoven.

★تكوين الفعل المبنى للمجهول Forming the passive

يتكون المبنى للمجهول passive voice من فعل to be فى الزمن الذى نريده + اسم المفعول past participle (-ed form) للفعل الأساسى الذى يحمل معنى الفعل:

to be + *past participle (-ed form)*

e.g. (verb *to sing*)

Present simple:	**(am, is, are)**	+	*sung*
Past simple	**(was, were)**	+	*sung*
Future simple	**(will, shall) be**	+	sung
Present continuous	**(am, is, are) being**	+	*sung*
Past continuous	**(was, were)** being	+	*sung*
Present Perfect	**(has, have) been**	+	*sung*
Past perfect	**had been**	+	*sung*
Future perfect	**(will, shall) have been**	+	*sung*
With modals (must, ought to, should, can, may, etc.)			
Infinitive	**(must, etc.) be**	+	*sung*
Infinitive perfect	**(must, etc.) have been**	+	*sung*

★كيف نحول جملة مبنية للمعلوم إلى جملة مبنية للمجهول؟

اتبع الخطوات الأربع التالية:

١- نحدد المفعول به object ونضعه فى أول الجملة كفاعل subject.

٢- نحدد فعل الجملة وزمنه ثم نضع فعل to be بعد الفاعل فى نفس الزمن.

٣- نضع بعد ذلك اسم المفعول past participle للفعل الأساسى.

٤- يمكن بعد ذلك وضع الفاعل الأصلى (والذى أصبح اسمه المُسبب agent) بعد حرف الجر by وبذلك يصبح مفعولا به لـ (مجرورا بـ) by.

e.g. Samia **wrote** a book. (past simple - active voice)
1. A book (object → subject)
2. **was** ("to be" in same tense)
3. *written* (verb in past participle)
4. by Samia. (by + agent "old subject")
A book **was written** by Samia. (past simple - passive voice)

e.g. He **will visit** you tomorrow. (future simple - active voice)
1. You
2. **will be**
3. *visited*
4. by him
You **will be visited** by him tomorrow. (future simple - passive)

e.g. Ali **was playing** football. (past cont. - active voice)
1. Football
2. **was being**
3. *played*
4. by Ali
Football **was being played** by Ali. (past cont. - passive voice)

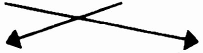
e.g. By seven, he **will have eaten** his dinner. (future perfect - active)
1. His dinner
2. **will have been**
3. *eaten*
4. by him
By seven, his dinner **will have been eaten** by him.

e.g. The thief **must have stolen** the wallet.
(modal + perfect infinitive - active voice)
1. The wallet
2. **must have been**
3. *stolen*
4. by the thief.
The wallet **must have been stolen** by the thief.
(modal + perfect infinitive - passive voice)

ملاحظات هامة:

١- إذا كان الفاعل subject أو المفعول بـه object ضميرا شخصيا personal pronoun فإنه يتحول إلى الشكل المناسب لموضعه الجديد:

e.g. **He** killed *her*.



She was killed by **him**.

٢- إذا كان للفعل مفعولين أحدهما مباشر **direct object** والآخر غير مباشر *indirect object* فإنه يمكن عادة استخدام أيا من المفعولين ليكون فاعل الجملة المبنية للمجهول:

e.g. I gave *the beggar* **some money**.
Some money was given (to) *the beggar* by me.
The beggar was given **some money** by me.

ولاحظ أنه فى حالة استخدام المفعول به المباشر direct object كفاعل للجملة أنه قد نحتاج إلى وضع أحد حرفى الجر to أو for قبل المفعول به غير المباشر.

٣- لاحظ أن الجملة تتكون من الفاعل والفعل والمفعول بـه (أو أكثر) وقد نجد زيادات مثل الظروف والأحوال والصفات لا تدخل فى التغيير الحادث ونضعها فى أماكنها المناسبة بعد التحويل إلى المبنى للمجهول:

e.g. Yesterday, **I saw a man** dressed in rags singing in the street.
Yesterday = adverb of time
dressed in rags = adjective phrase describing "man"
singing = non finite (intransitive)
in the street = adverb phrase of place
Yesterday, **a man** dressed in rags **was seen by me** singing in the street.

٤- فى حالة الجمل المنفية negative نستعمل نفس الخطوات (مع ملاحظة أن المضارع البسيط والماضى البسيط ينفيان باستعمال فعل to do لعدم وجود فعل مساعد، وعندما نحول الزمن إلى مبنى للمجهول يكون النفى باستعمال فعل to be الذى أصبح موجودا):

e.g. She **did not write** the lesson. (past simple - negative)
The lesson **was not written** by her.
I **shan't kick** the ball. (future simple - negative)
The ball **shan't be kicked** by me.
I **do not eat** meat. (present simple - negative)
Meat **is not eaten** by me.
He **isn't playing** tennis.(present continuous - negative)
Tennis **is not being played** by him.

٥- فى حالة السؤال أو الاستفهام interrogative نتبع الخطوات التالية (مع ملاحظة أن المضارع والماضى البسيطان يستعينان بفعل to do لعدم وجود فعل مساعد، ولكن عند التحويل نستعمل فعل to be الذى أصبح موجودا):

١- استحضر فى ذهنك فعل to be فى نفس زمن فعل الجملة.
٢- ضع الفعل المساعد (المناسب للفاعل الجديد) أولاً.
٣- ضع الفاعل الجديد (المفعول به سابقا).
٤- ضع باقى فعل to be (إن وجد) وبعده الفعل الأصلى فى التصريف الثالث.
٥- ضع بعد ذلك by يتبعه الفاعل القديم، ولا تنس وضع علامة الاستفهام.

e.g. **Does** he **speak** English? (active - interrogative)
(1) to be in present simple = **am** or **is** or **are**.
(2) Is
(3) English
(4) spoken
(5) by him?
Is English **spoken** by him? (passive – interrogative)

e.g. **Did** she **cook** dinner? (active - interrogative)
(1) to be in past simple = **was** or **were**
(2) Was
(3) dinner
(4) cooked
(5) by her?
Was dinner **cooked** by her? (passive – interrogative)

e.g. **Was** he **beating** the boy? (active - interrogative)
(1) to be in past continuous = **was** or **were** + **being**
(2) Was
(3) the boy
(4) being beaten
(5) by him?
Was the boy **being beaten** by him? (passive – interrogative)

وإذا وجدت صعوبة فى تحويل الاستفهام المبنى للمعلوم إلى استفهام مبنى للمجهول بهذه الطريقة فيمكنك إتباع خطوات الطريقة القديمة التالية:

١- حول السؤال إلى جملة إخبارية.
٢- حول الجملة الإخبارية إلى مبنى للمجهول.
٣- حول الجملة الإخبارية المبنية للمجهول إلى استفهام مبنى للمجهول.

e.g. **Does** he **speak** English? (present simple - interrogative)
1. He **speaks** English.
2. English **is spoken** by him.
3. **Is** English **spoken** by him?

e.g. **Did** she **cook** dinner? (past simple - interrogative)
1. She **cooked** dinner.
2. Dinner **was cooked** by her.
3. **Was** dinner **cooked** by her?

e.g. **Was** he **beating** the boy? (past continuous - interrogative)
1. He **was beating** the boy.
2. The boy **was being beaten** by him.
3. **Was** the boy **being beaten** by him?

وإذا ابتدأ الاستفهام بكلمة استفهام نتبع الخطوات نفسها، فيما عدا إذا كان السؤال عن فاعل بـ who فيتحول إلى سؤال عن المفعول بـ by whom، أما الاستفهام عن مفعول بـ whom فتتحول إلى who.

e.g. *Why* **did** you **punish** him?
1. You **punished** him.
2. He **was punished** by you.
3. *Why* **was** he **punished** by you?

e.g. *Who* **wrote** the story?
1. He **wrote** the story.
2. The story **was written** by him.
3. *By whom* **was** the story **written**?

e.g. *Whom* **did** you **meet** yesterday?
1. You **met** him yesterday.
2. He **was met** by you yesterday.
3. *Who* **was met** by you yesterday?

e.g. *Where* **will** you **buy** your car?
1. You **will buy** your car.
2. Your car **will be bought** by you.
3. *Where* **will** your car **be bought** by you?

وبالطبع فالخطوتان ١ و ٢ يمكنك عملهم فى ذهنك أو فى المسودة، ولا يكتبان فى ورقة الإجابة.

٦- فى جمل الأمر command والطلب request نستعمل فعل Let ثم الفاعل الجديد ثم be ثم اسم المفعول past participle:

Let + be + past part.

e.g. **Shut** the window. (active)
Let the window **be shut**.
e.g. **Give** him his money.
Let his money **be given** to him.

★★٧- لتحويل جملة مركبة compound أو معقدة complex إلى المبنى للمجهول تعامل كل عبارة clause كما لو كانت جملة منفصلة، ثم نضمها معا باستعمال حروف العطف الموجودة conjunctions:

e.g. He **killed** the cat *then* he **buried** it.
The cat **was killed** (by him) *then* it **was buried** (by him)
e.g. She **punished** her son *because* he **had stolen** her car.
Her son **was punished** because her car **had been stolen** by him.

يُفضل فى هذه الجمل حذف by والمُسبب agent ما لم يكن ضروريا لاستكمال المعنى.

★★٨- فى بعض الحالات نستخدم *with* بدلا من by عندما يكون المُسبب agent مادة مستعملة وليست فاعلا حقيقيا:

e.g. Smoke **filled** the room.
The room **was filled** *with* smoke.
e.g. Dust **covered** the floor.
The floor **was covered** *with* dust.

٩- كثيرا ما نحذف by والمُسبب agent الذى هو الفاعل القديم عندما يكون:

أ- مجهولا:

e.g. **Someone** stole my purse.
My purse was stolen.

ب- معروفا جدًّا بحيث أن ذكره لن يضيف أى معلومة جديدة:

e.g. **The police** arrested the thief.
The thief was arrested.

لأنه معروف جيدا من يقبض على اللصوص.

ولكن لابد من ذكر المُسبب agent إذا كان ذكره يضيف معلومة هامة أو غير متوقعة:

e.g. My purse was stolen by **a policeman**.
The thief was arrested by **a girl**.
This painting was painted by **Degas**.

★١٠- عندما يكون فعل الجملة من الأفعال المُذيلة tailed verbs أى التى يأتى بعدها حرف جر *preposition* أو ظرف *adverb*، يظل حرف الجر أو الظرف ملتصقا بالفعل فى المبنى للمجهول:

e.g. He **turned** *off* the lights.
The lights **were turned** *off* by him.
He **looked** *after* the children well.
The children were well **looked** *after*.

★★١١- بعض الأزمان مثل المستقبل المستمر والمستقبل المستمر التام نجد صعوبة فى تحويلها إلى المبنى للمجهول لوجود تكرار لفعل to be مما يكون ثقيلا على الأذن، وفى هذه الحالة نستعمل فعلا أبسط أو نضيف عبارة مثل "*in the process of*" لتفصل بين فعلى to be وتحتفظ بمعنى الاستمرار وتقويه فى نفس الوقت:

e.g. At ten, they **will be playing** football. (future continuous)
At ten, football **will be played** by them. (future simple)
At ten, football **will be** *in the process of* **being played** by them.

e.g. When we arrive, she **will have been cooking** dinner. (future perfect continuous)
When we arrive, dinner **will have been cooked**. (future perfect)
When we arrive, dinner **will have been** *in the process of* **being cooked**.

★★١٢- فى الحديث العادى غير الرسمى informal قد نستعمل فعل to get بدلا من فعل to be لتكوين المبنى للمجهول:

e.g. He **got** *(himself)* **burnt** in the fire. = He **was burnt** in the fire.

مع اختلاف طفيف فى المعنى إذ أن جملة to get توحى بأنه هو المتسبب فيما أصابه ولذلك قد نضيف ضمير منعكس *reflexive pronoun* بين get و اسم المفعول. وتوحى جملة get كذلك بأن حرقه أخف.

وكذلك نستعمل فعل to get مع اسم المفعول past participle لعمل بعض التعبيرات الاصطلاحية idioms مثل:

get dressed, get married, get washed, get lost, etc.

★★١٣- وكذلك فإن الصيغتين:

have + object + *past part.*

get + object + *past part.*

يعطيان معنى المبنى للمجهول:

e.g. I'll **have** my hair *cut* tomorrow.
I'll **get** my hair *cut* tomorrow.
= My hair will be cut (by the barber) tomorrow.

★★١٤- إذا كان الفاعل فى المبنى للمعلوم هو الناس عموما (people, they, etc.) مـع أحـد أفعال القول أو التفكير والاعتقاد مثل: say, report, think, believe, expect, consider, understand, etc.، نحولها إلى المبنى للمجهول باستعمال أحد التركيبين التاليين:

أ- التركيب اللاشخصى impersonal construction أو تركيب "الإشاعة" hearsay construction:

It + verb in passive

e.g. *People* **say** that he is a fool. → *It* **is said** that he is a fool.
They **know** that she works hard. →
It **is known** that she works hard.

ب- التركيب الشخصى personal construction:

He,She, etc + verb in passive + to infinitive

e.g. *People* **say** that he is a fool. → *He* **is said** to be a fool.
They **know** that she works hard. -→ *She* **is known** to work hard.

★★١٥- إذا كان الفاعل والمفعول به شخصا واحدا نستعمل ضميرا منعكسا:

e.g. I **scratched** my back. → My back **was scratched** by *myself.*

★★١٦- بعض الأفعال تحتاج إلـى تصرف مـن الطـالب لأنـها تكـون ركيكـة جـدا فـى المبنـى للمجهول إذا حولناها بدون إعمال العقل. وأهم هذه الأفعال هو فعل to have:

e.g. He has (يمتلك) a dog. → A dog is owned by him.
e.g. I have (آخذ) a bath everyday. → A bath is taken by me everyday.
e.g. She had (تناولت) lunch at 8 o'clock. →
Lunch was eaten by her at 8 oclock.
e.g. I had (زارنى) a visitor yesterday. →
A visitor was received by me yesteday. (passive)

وكذلك الجمل التى تبدأ بـالضمير it حيـث يتـأخر الفـاعل الحقيقـى (انظـر ملحوظـة ١٤ و it فـى فصل الضمائر):

e.g. It is well known that he is a criminal. (passive)

وأصلها:

That he is a criminal is well known (by ?). →
They (People) know well that he is a criminal. (active)

e.g. It is advisable to warm the car's engine. (active)

وأصلها:

To warm the car's engine *is advisable.* →
The car's engine *should* be warmed. (passive)

e.g. It is possible to reach the moon. (active)

وأصلها:

To reach the moon *is possible.* →
The moon *can* be reached. (passive)

Exercises

★I. Change the following sentences from active voice to the passive:

1. Hany scores a goal.
2. Ali threw a stone.
3. Maha had cooked the dinner.
4. George is breaking the window.
5. The thief stole an earring.
6. Mary hasn't done her homework, yet.
7. Cats kill mice.
8. He was singing a song.
9. They wrote nothing.
10. He didn't pay his debts.

★II. Change the following questions from the active to the passive voice:

1. Does he play tennis?
2. Did you post those letters?
3. Did you break the window, George?
4. Has he done his homework?
5. Was he playing the piano?
6. Do they cook their dinner?
7. Where did they bury him?
8. When does he eat his dinner?
9. Does he write a novel?
10. Had he spent all his money?

★III. Put the following sentences into the passive voice (use the indirect object if present as a subject):

1. People gave the President a warm welcome.
2. Someone has already repaired the window.
3. They promised the players a large reward if they won the match:
4. They bought the boys a football each.
5. Somebody taught him English and gave him a dictionary.
6. Someone lent them a car for the afternoon.
7. They fetched something to drink for the visitor.
8. They left the dog in the garden.
9. When we first met, they had already offered me a job.

10. The doctor ordered me to stay in bed.

★★IV. Rewrite the following sentences in the same tense beginning each sentence by the words given between the brackets.

1. Someone is visiting my father at this moment (My father).
2. You mustn't play football after meals. (Football).
3. You should pay your debts before leaving. (Your debts).
4. We don't allow animals on board this aeroplane. (Animals).
5. Someone will repair the windows next Wednesday. (The windows)
6. They are mending your bag at this moment. (Your bag)
7. I have told the students about the exam. (The students)
8. About a billion individuals were watching the Olympic Games. (The Olympic Games)
9. Someone checks the furnace every month. (The furnace)
10. You ought to call your parents tomorrow. (Your parents)

★★V. Change into passive voice:

1. Greengrocers do not sell sugar.
2. Close all the doors.
3. Post this letter tomorrow.
4. Where did he leave his car?
5. How often must I take these pills?
6. He didn't do it on purpose, it was an accident.
7. Have they interrogated him yet?
8. Can you help me with my homework?
9. Who broke the window?
10. Whom have you seen breaking the safe?

★★VI. Rewrite the following groups of words into meaningful sentences. Put the tense as shown between brackets and make the voice passive:

1. My bicycle / damage / yesterday. (past simple)
2. Several people /kill / in an accident / last night. (past simple)
3. The letter / post / just. (present perfect)
4. Dollars / can / change / into pounds at the bank. (modal+infinitive)
5. Many computers / manufacture / nowadays in Taiwan. (present simple)
6. All the students / invite. (present perfect)
7. Luckily / not damage / the machinery. (past simple)
8. He / play / football / all morning / by. (present continuous)
9. Smoking / not allowed /on aeroplanes. (present simple)
10. This machine / must clean / every time it is used. (modal+infinitive)

★★VII. Rewrite the sentences making a subject of the word in black:

1. People asked **Ahmed** where he had been.
2. You must write **cheques** in ink.
3. An unseen hand fired **the gun**.
4. Nobody has slept in **this bed** for years.
5. Has anybody answered **the questions**?
6. Policemen are often asked the way by **people**.
7. Napoleon was defeated by **Wellington** at Waterloo.
8. The box was filled with **peanuts**.
9. Why wasn't I told the truth by **them**?

10. Where did they bury **him**?

★★VIII. Change into passive. (There may be more than one clause):

1. They must have given you the papers that they meant for the term exam.
2. We haven't moved anything since the doctor sent you to hospital to treat you.
3. One expects you to interest yourself in the music band they chose you for.
4. Did nobody ever teach you how to drive a car?
5. Don't let the others hear you.
6. People shan't speak to me as if I were a servant.
7. Did the explosion frighten you?
8. No one has drunk out of this glass.
9. People say that leopards run faster than lions.
10. I should like someone to take me to the circus.

★★★IX. In the following sentences put all the finite verbs in the passive (Omit the agent if possible):

1. It amazed us to hear that you had not received your salary.
2. She promised me that she would give me the money at the party.
3. His escape bitterly angered his enemies, especially as they had counted on his being hanged.
4. I'm going to buy that camera as soon as I collect its price.
5. Stop the alarm clock, you have disturbed everybody.

★★★X. Put into passive. (Use the indirect object if present):

1. They didn't pay me for the work; they expected me to do it for nothing.
2. We ask our lodgers not to play their radios loudly after midnight
3. Why did no one inform me of the new schedule?
4. Has anyone posted my letter?
5. They have tried other people's schemes. Why haven't they ever tried mine?

★★★XI. Put the following sentences into passive, using an infinitive construction whenever possible.

1. We added up the money and found that it was correct.
2. He likes people to call him "Sir".
3. Someone is following us.
4. Before they invented printing, people had to write everything by hand.
5. Don't touch that button.

★★XII. Change the following sentences by using "have" or "get", with a participle to give a passive voice meaning:

1. Someone cleaned them for us yesterday.
2. I asked a man to mend my shoes.
3. Tell him to take another photograph.
4. Tell someone to translate it into English.
5. Did the barber cut your hair yesterday?

★★XIII. Complete the following sentences as in the example. (using the impersonal or the personal passive construction):

People **say** that he is a fool. → *It* **is said** that he is a fool. (imper. cons.)
→*He* **is said** to be a fool. (peson. cons.)

1. Many expect that he will win the race tomorrow. He ......

2. We know that Ali speaks five languages. Ali ......
3. People believe that the missing girl has been killed. The missing girl ......
4. Reports say that the world leaders have reached an agreement. It ......
5. Some expect that the criminal will be condemned to death. It ......
6. People know that she works hard. She ......
7. It is known that a lot of tea is drunk in England. A lot of tea ......
8. Naguib Mahfouz is believed to be a great writer. It ......
9. The thieves are thought to have escaped from prison. It ......
10. Many believe that President Bush is a religious fanatic. President Bush ......

★كيف نحول جملة مبنية للمجهول إلى جملة مبنية للمعلوم؟

نقوم بعكس الخطوات التى قمنا بها عند التحويل للمجهول، أى:

١- نحدد المُسبب *agent* (الذى يأتى بعد by) ونضعه فى أول الجملة كفاعل *subject*. وإذا لم نجد المُسبب نضع فاعلا مناسبا من عندنا.

٢- نحدد زمن فعل to be ثم نحذفه، ونضع فعل الجملة الأصلى (الموجود فى شكل اسم المفعول past participle) فى نفس الزمن.

٣- نحول الفاعل subject إلى مفعول به object ونضعه بعد الفعل، ونحذف by:

e.g. Silk **is produced** by *silk-worms*. (passive - present simple)
1. *Silk-worms*
2. **produce**
3. silk.

Silk-worms **produce** silk. (active - present simple)

e.g. Two villas **will be built** by *him*. (passive - future simple)
1. *He*
2. **will build**
3. two villas.

He **will build** two villas. (active - future simple)

e.g. The food **had been eaten**. (passive - past perfect)

They **had eaten** the food. (active - past perfect)

لاحظ أننا أتينا بفاعل جديد من عندنا هو they لعدم وجود مُسبب فى الجملة الأصلية.

★تحويل السؤال المبنى للمجهول إلى مبنى للمعلوم:

نقوم بالخطوات الآتية:

١- نحول السؤال إلى إثبات أى جملة إخبارية.
٢- نحول الجملة إلى مبنى للمعلوم.
٣- نحول الجملة الإخبارية المبنية للمعلوم إلى سؤال.

e.g. **Were** the letters **sent** by him? (passive - past simple - ?)
1. The letters **were sent** by him.
2. He **sent** the letters.
3. **Did** he **send** the letters? (active - past simple - ?)

e.g. When **will** he **be executed**? (passive - future simple - ?)

1. He **will be executed**.
2. *They* **will execute** him.
3. When **will** they **execute** him? (active - future simple - ?)

لاحظ أننا أتينا بفاعل جديد من لدينا.

e.g. By whom **had** he **been killed**? (passive - past perfect -?)

1. He **had been killed**.
2. *A criminal* **had killed** him.
3. Who **had killed** him? (active - past perfect - ?)

لاحظ أننا أتينا بفاعل *subject* من عندياتنا. ولاحظ أيضا أن الأسئلة التـي تبـدأ بـ by تتحول إلى أسئلة تبدأ بـ who لأننـا أصبحنـا نسـأل عـن الفـاعل، وكذلك فالأسـئلة التـي كانت تسأل عن الفاعل بـ who تتحول إلى whom:

e.g. Who **was hanged**? (passive - past simple - ?)

1. He **was hanged**.
2. *They* hanged him.
3. Whom **did** *they* **hang**? (active - past simple - ?)

Exercises

★XIV. Change the following sentences from the passive voice to the active voice:

1. The pen was taken by Karim.
2. The car was repaired by the mechanic.
3. Dinner is being prepared by the cook.
4. These letters were written by Shakespeare.
5. The window has been broken by Mohsen.
6. The door was closed by the boy.
7. This chair has been repaired by the carpenter.
8. Is the new student being examined now?
9. Has it been forgotten by everyone?
10. The city is being bravely defended by the army.

★★XV. Change the following sentences into active voice:

1. All our books are kept in the cupboard.
2. Not a light was seen.
3. This incident will be forgotten in a few years time.
4. My car has been stolen.
5. He has never been punished.
6. My shoes are being repaired.
7. A lot of tea is drunk in England.
8. This matter must be looked into.
9. The lesson is going to be explained soon.
10. She should have been told.

Moods of Verbs أساليب أو صيغ الفعل★★

أسلوب الفعل أو صيغته mood هو الطريقة التى يؤدى بها الفعل عمله فى الجملة. (لمزيد من التفصيل انظر فصل الجملة Sentence)
وهناك أربعة أساليب، منها ثلاثة محدودة finite (أى نستعمل فيها الفعل الذى له زمن tense ويحُده شخص وعدد الفاعل)، أما الصيغة الرابعة فغير محدودة infinite (أى نستخدم فيها أشكال الفعل غير المحدودة بزمن أو بشخص أو عدد الفاعل).

أنواع أساليب أو صيغ الفعل Moods:

١- الأسلوب الدلالى Indicative mood:

أ- جملة خبرية Statement: سواء كانت مثبتة أو منفية:

e.g. They **came** home. (affirmative)
They **didn't come** home. (negative)

ب- استفهام Interrogative: سواء كان مثبتا أو منفيا:

e.g. **Did** he **play** hockey?
Wasn't he present?

٢- أسلوب الأمر Imperative mood:

أ- أمر command:

e.g. **Shut** the door.

ب- طلب أو رجاء أو نصيحة Request or advice:

e.g. Please, **be** careful!

٣- الأسلوب الاحتمالى أو غير الحقيقى أو أسلوب التمنى والشرط Subjunctive mood:

أ- شرط Condition أو افتراض supposition أو شك doubt:

e.g. If he **come**, I will go out. (لاحظ استعمال المضارع غير الحقيقى)

ب- أمنية wish أو دعاء prayer:

e.g. Long **live** the king!

٤- أسلوب المصدر Infinitive mood:

أ- المصدر infinitive:

e.g. **To swim** is easy.

ب- اسم المفعول past participle:

e.g. When **injured**, call for help.

جـ- اسم الفاعل present participle:

e.g. **Walking** home, he met his friend.

ء- اسم الفعل gerund:

e.g. **Smoking** is bad for your health.

Exercises

★★I. Give the mood of the verbs in black:

1. My father **drove** his car to work.
2. If I **were** you, I shouldn't hesitate.
3. **Come** in.
4. **I don't like** algebra.
5. **Will** you **go** with me?
6. **To err** is human.
7. **Laughing** is good for your looks.
8. I wish I **could go** home.
9. **Didn't** he **come**?
10. Please, **go** with your brother.

Indicative Mood الأسلوب الدلالى ١- ★

هذه هو أكثر الأساليب استعمالا. وكل الأزمنة والقواعد التى سبق لنا ذكرها تنطبق على هذا الأسلوب. أما طريقتا عمل النفى negative والاستفهام interrogative فقد سبق ذكرهما، وسنعيد شرحهما بتوسع فى فصل الجملة Sentence.

Exercises

★II. Make the following statements: (a) negative, (b) interrogative (use the contracted forms whenever possible):

1. He is very late.
2. I must do it now.
3. Jihan likes tea.
4. I read well.
5. She slept all night.
6. They play handball
7. She can leave now.
8. She feels well.
9. I have seen him there.
10. He was washing his clothes.

Imperative Mood أسلوب الأمر ٢- ★

يستعمل هذا الأسلوب فى:

١- الأمر Command.

٢- الطلب والرجاء Request.

٣- النصيحة Advice.

وتوجه هذه الصيغة عادة للمُخاطب أو الشخص الثانى "أنت" "you" 2nd person.

ويتكون فعل الأمر من المصدر العارى bare infinitive أى بدون to:

e.g. **Hurry**!
Shut the door.
Be quiet, boys.

وللنفى نضع *don't* قبل فعل الأمر:

e.g. *Don't* **go**.

Don't **be** foolish.

ونادرا ما نستعمل *you* مع فعل الأمر إلا لو كانت صلتك حميمة جدا مع من تخاطبه، أو لتحديد من توجه له الأمر وسط مجموعة من الناس، وغير ذلك يكون استعمال you أسلوبا وقحًا rude:

e.g. *You*! **Shut** the door.
You **go on**. I'll wait.

وقد نستعمل صيغة الأمر مع المتكلم أو الشخص الأول 1^{st} person فنستعمل فعل **Let** بمعنى "دع" مع المصدر العارى **bare infinitive**:

e.g. **Let** us (Let's) **wait**. دعنا ننتظر

وللنفى نضع *not* قبل المصدر:

e.g. **Let's** *not* **wait.**

★★طرق أخرى للتعبير عن الأمر Command:

١- Shall مع الشخص الثالث (الغائب):

e.g. A record **shall** be kept of all patients entering hospital.

٢- Will مع الشخص الثالث أو مع الشخص الثانى (المخاطب):

e.g. The crew **will** report as soon as the plane arrives.
You **will** keep this strictly confidential.

٣- Must للأشخاص الثلاثة:

e.g. Dogs **must** be licensed.
You **must** not smoke in the aeroplane.

٤- to be to:

e.g. You **are to** report for duty immediately.

★★طرق أخرى للتعبير عن الطلب أو الرجاء request (عادة نستعمل please):

١- Could you وقد يستعمل معها الظرف *possibly*:

e.g. **Could you** *possibly* give her this letter?

٢- Will you و Would you مع ملاحظة أن الأخيرة أكثر تأدبًا:

e.g. **Would you** come here for a moment, please?

٣- Perhaps you would توحى بثقة الطالب أن طلبه سوف يُجاب:

e.g. **Perhaps you would** tell him that I am expecting him.

٤- If you would للطلبات الروتينية الشفوية:

e.g. **If you would** wait for a few minutes, I'll see what I can do.

٥- I would (should) be very grateful if you would يستعمل عادة فى المراسلات الرسمية:

e.g. **I would be very grateful if you would** send me a sample of your latest products.

٦- Would you be good enough to:

e.g. **Would you be good enough to** keep me informed?

٧- You might بين أشخاص علاقتهم حميمة جدًا وإلا اعتبرت وقاحة:

e.g. **You might** take the laundry with you.

★★طرق أخرى للتعبير عن النصيحة advice:

١- Should, ought to, must يمكن استعمالهم للنصيحة:

e.g. **You must (should, ought to)** read this book.

٢- You had better:

e.g. **You had better** take off your wet coat.

٣- If I were you, I would (should):

e.g. **If I were you, I'd** find another job.

٤- Why don't you...? للنصيحة أو الاقتراح:

e.g. **Why don't you** study some more?

٥- It's time you مع زمن ماض:

e.g. **It time you** *started* studying.

★★٣- الأسلوب الاحتمالى (غير الحقيقى) Subjunctive Mood

يستخدم هذا الأسلوب فى الكتابة الرسمية formal writing فى الشرط والتمنى والدعاء والافتراض. وفى كل هذه الاستعمالات نجد أن الفعل غير حقيقى أو مُحتمل بمعنى أنه لم يحدث أو أن احتمال حدوثه مشروط بحدوث شئ آخر.

تكوينه: يوجد ثلاثة أزمان لهذا الأسلوب:

المضارع Present subjunctive: وهو مثل المضارع البسيط ولكننا نستخدم فيه أساس الفعل فقط أى لا يوجد شكل (-s) الذى نستعمله فى المضارع البسيط مع المفرد الغائب. ويكون النفى بوضع *not* بعد الفعل اللازم وبعد المفعول به مع الأفعال المتعدية:

e.g. I recommend that his offer **be** accepted. (**be** *not*)
If this **be** error, and upon me proved, ...(Shakespeare)
Heaven **help** us. (**help** us *not*)

الماضى Past subjunctive: ويسمى أيضا الماضى غير الحقيقى unreal past: مثل الماضى البسيط ماعدا فعل to be فنستخدم were مع جميع الأشخاص.

e.g. I wish he **were** present.
He talks as though he **knew** all about it.

الماضى التام Past perfect subjunctive: مثل أى ماض تام.

If I **had met** you earlier, I would have married you.

استعمالاته:

١- فى التمنى والدعاء Wishes and prayers:

e.g. Heavens **be** praised. I wish I **were** a bird.

٢- فى العبارات الاسمية noun clauses (وخاصة تلك التى تبدأ بـ that) بعد بعض الأفعال أو الصفات التى تعبر عن الأهمية importance:

أفعال مثل: suggest, urge, advise, recommend, insist, propose, etc.

essential, imperative, advisable, recommended, etc. :صفات مثل

e.g. The Minister insisted *that* he **leave** the country immediately.
I propose *that* Mr. Ali **be** elected secretary.
It is essential *that* the committee **resign**.

ويلاحظ أن الأمريكيين يفضلون استخدام هذا الأسلوب، بينما يفضل الإنجليز استخدام التركيب should + infinitive :هكذا

e.g. The Minister insisted that he **should leave** the country.
I propose that Mr. Ali **should be** elected secretary.
It is essential that the committee **should resign**.

٣- فى العبارات الشرطية If clauses:

e.g. If he **be (should be)** present, he will know.
If he **were** present, he would know.
(انظر فصل "الجملة وشبه الجملة والعبارة" لمزيد من التفصيل عن الجمل الشرطية.)

Exercises

★★III. Choose the correct verb from those between the brackets:

1. He proposed that the new plan (be/is being/has been) accepted.
2. She insisted that they (clean/will clean/cleaned) their boots before entering the house.
3. He urged that they (should be/will be/shall be) prepared.
4. If I (was / were / am being) you, I would try again.
5. I wish I (was/were/will be) there.
6. He walks as if he (were/ be / has been) a king.
7. It's time we (sleep/ slept / will sleep).
8. If only he (was / were / is) present!
9. I would rather (have gone / go / am going) now.
10. I advised that the offer (should be / was / were) accepted.

★★IV. Correct the verbs between brackets:

1. The police (arrest) the thief if they catch him.
2. If I had a typewriter, I (type) it myself.
3. I (catch) the train if I hadn't been wearing tight new shoes.
4. I could repair the roof myself if I (have) a long ladder.
5. If you (wear) a false beard, nobody would have recognised you.
6. You will get yourself a cold unless you (change) your wet clothes.
7. If the story hadn't been true, the newspaper (not print) it.
8. If anyone attacked me, my faithful dog (jump) at his throat.
9. What I (do) if I heard the burglar alarm?
10. You (not be) of any use to me unless you learn to type.

★★٤- الأسلوب المصدرى Infinitive Mood

نستعمل فى هذا الأسلوب الأشكال غير المحدودة للأفعال non-finites وهى الأشكال التى ليس لها زمن ولا تتغير بشخص أو عدد الفاعل (وقد لا تحتاج إلى فاعل) وهى:

١- المصدر Infinitive
٢- اسم المفعول Past participle (-ed form)
٣- اسم الفاعل Present participle (-ing form)
٤- اسم الفعل Gerund (-ing form)

★★١- المصدر The Infinitive

هذا هو الشكل الذى يوجد عليه الفعل فى القواميس dictionaries وهو يعبر عن الفكرة العامة لمعنى الفعل:

e.g. to play, to jump, to go, etc.

وعادة يسبق المصدر بـ to ولكنه قد يستعمل بدونها وفى هذه الحالة يسمى بالمصدر العارى bare or plain infinitive.

وهناك ستة أنواع من المصدر:

١- المصدر البسيط Simple infinitive: وهو ما سبق شرحه:

e.g. to play, to come, to jump, etc.

٢- المصدر التام Perfect infinitive: ويتكون من:

(**to have** + *past participle*)

e.g. He appeares **to have** *enjoyed* himself.

٣- المصدر المستمر Continuous infinitive: ويتكون من:

(**to be** + *present participle*)

e.g. He seems **to be** *enjoying* himself.

٤- المصدر التام المستمر Perfect continuous infinitive: ويتكون من:

(**to have** + *been* + present participle)

e.g. He seems **to have** *been* enjoying himself.

٥- المصدر المبنى للمجهول Passive infinitive: ويتكون من:

(**to be** + *past participle*)

e.g. I hope **to be** *offered* a job soon.

٦- المصدر المستقبلى Future infinitive: ويتكون من:

(**to be about to** + *infinitive*)

e.g. He **is about** *to buy* a car.

وظائف المصدر Functions of the infinitive:

١- كاسم **noun** وفى هذه الحالة قد يكون:

أ- فاعل subject:

e.g. **To swim** is easy.
To err is human.

ب- مفعول به object: وخاصة لأفعال مثل like, want, etc.

e.g. He likes **to swim**.
He wants **to drink**.

جـ- تكملة complement لفعل ناقص الإسناد:

e.g. He appears **to swim** well.

٢- كتعجب exclamation:

e.g. **To believe** that I said so!

٣- كصفة adjective: وخاصة لوصف ضمير غير محدد *indefinite pronoun* أو اسم:

e.g. He has *nothing* **to lose**.
He was *the first* **to arrive**, and *the last* **to leave**.
Our house is **to let**.
That is not a place **to visit**.

٤- كظرف adverb: غالبا للغرض purpose أو للسبب reason:

e.g. He went **to visit** his father. (purpose)
He was shocked **to hear** the news of his father's death. (reason)
To do that would be great. (condition)

استعمالات المصدر Uses of the infinitive:

أولا: المصدر مع to:

١- بعد بعض الأفعال مثل:

agree, aim, appear, arrange, attempt, bother (negative), care (negative), choose, claim, condescend, consent, decide, demand, determine, endeavour, fail, forget, guarantee, happen, hesitate, hope, learn, manage, neglect, offer, plan, prepare, pretend, proceed, promise, prove, refuse, resolve, seem, tend, threaten, trouble (negative), try, undertake, volunteer, vow, want, etc.

وهى فى أغلبها أفعال لحالات عقلية.

وكذلك نستعمل المصدر مع to بعد الأفعال المحدودة الخاصة (المساعدة) التالية:

to be, (to be about), to have, used, dare, need, ought

e.g. He forgot **to tell** us.
I promise **to wait** for him.
Don't bother **to come**, I won't see you.

You are **to stay** here.
He used **to play** with us.

ملحوظة هامة: نضطر فى كثير من الأحيان لاستعمال فعلين متتاليين، وفى هذه الحالة يكون الفعل الثانى فى شكل المصدر (مع to أو بدون to) أو فى شكل اسم الفعل gerund.

٢- بعد مفعول به object لفعل يعبر عن الأمر أو الرجاء أو النصيحة أو الإذن الخ (وهو ما نفعله عندما نحول جملة أمر أو رجاء الخ إلى الكلام غير المباشر indirect speech، وأشهر هذه الأفعال هى:

tell, warn, advise, order, would like, teach, allow, persuade, expect, invite, etc.

e.g. He *told* them **to come**.
They *warned* him **to stay** away from them.
He *expected* her **to love** him.
I *wanted* my friend **to tell** me the news.

٣- بعد الأفعال المبنية للمجهول *passive verbs*:

e.g. He *was forced* **to resign**.
They *were made* **to take** the exam.

٤- بعد بعض الصفات مثل:

أ- الصفات التى تعبر عن المشاعر emotions غالبا لبيان سبب هذا الشعور:

delighted, angry, pleased, sorry, glad, relieved, astonished, amazed, surprised, horrified, disgusted, disappointed, sad, etc.

e.g. He was *delighted* **to see** him.
He was *sad* **to hear** that his friend died.

ب- بعض الصفات الأخرى مثل:

easy, difficult, awkward, impossible, apt, anxious, bound, due, inclined, liable, prepared, ready, reluctant, willing, unwilling, etc.

ومعظمها تصف حالات عقلية.

e.g. He is *inclined* **to exaggerate**.
He is *bound* **to see** the truth.

جـ- عندما تأتى الصفة بعد it (to be):

e.g. It is *better* **to say** nothing.
It was *important* **to sail** at once.

ء- عند استعمال الصفة adjective أو الحال adverb مع:

too, enough, so .... as

e.g. He is *too* clever **to be** deceived.
She was foolish *enough* **to trust** him.
He was *so* tired *as* **to sleep** without undressing first.

٥- بعد only بمعنى "ولكن" للتعبير عن تطور غير سار للأحداث:

e.g. He survived the battle *only* **to die** from food poisoning.

٦- بعد كلمات الاستفهام "wh" words:

e.g. I don't know *what* **to say**.
He told me *when* **to come**.
She knew *how* **to answer**.

٧- نستعمل to فقط كاختصار للمصدر لمنع التكرار وخاصة بعد أفعال مثل:

want, wish, like, love, hate, hope, try, be, be able, be going, be about, ought, need, used, dare, etc.

e.g. He wanted me **to meet** him, but I didn't want **to**.
He wished him **to stay**, but he didn't like **to**.

ثانيا: المصدر العارى (بدون to):

١- بعد الأفعال المحدودة الخاصة special finites:

do, can, may, shall, will, must, need, dare, had better

وباقى الأفعال المحدودة نلصق عليها to لتجرى القاعدة على الجميع:

used to, ought to, to be to, to have to, need to, dare to

e.g. He *can* **speak** Russian.
We *will* **go**.

٢- بعد المفعول به object لأفعال الحواس وأفعال أخرى مثل:

see, hear, feel, smell, taste, watch, observe, make, let, help, etc.

e.g. He *saw* her **arrive**.
I *watched* him **play** tennis.
Let us **walk** the distance.
She *made* him **wash** all the dishes.

٣- بعد *but* و *except* عندما يأتيان بعد فعل to do:

e.g. He does nothing *but* **complain**.
She didn't do anything *except* **cry**.

Exercises

★V. Insert "to" where it is absolutely necessary before the infinitives in brackets:

1. She persuaded him (wait) another day.
2. I used (smoke) forty cigarettes a day.
3. Will you (help) me carry this bag?
4. Could you (tell) me the time, please?
5. I want (see) the interior of the Great Pyramid.
6. We must (send) him a letter.
7. You'll be able (do) it by yourself when you are older.
8. Need I (come)? I'd much rather (stay) at home.

9. The kidnappers told the father not (inform) the police, and the father didn't dare (disobey) them.
10. I'd like him (go) to a university but I can 't (make) him (go).
11. I helped my mother (clear) the table.
12. She made me (sing) another song.
13. He did nothing but (bewail) his bad luck.
14. She cried while her father was in the operating room and I didn't know what (say).
15. He succeeded in all subjects, only (fail) in arithmetic.
16. He was far too strong (be) beaten by his adversary.
17. She was intelligent enough (see) through his deception.
18. He told them where (meet) him the next day.
19. All morning she did nothing except (manicure) her fingernails.
20. They let their son (watch) T.V. an extra hour.

★★VI. Use "to" only instead of the whole infinitive wherever possible and make the necessary changes if any:

1. Did you answer the letter? No, I intended to answer but I forgot.
2. Why doesn't he try again? He doesn't want to try again.
3. Why didn't she put salt in the soup? I told her not to put salt into the soup.
4. Why did he drive so fast? He had to drive fast; otherwise he'd have missed his train.
5. Why did you move your car? The policeman told me to move it.

★★٢- اسم المفعول Past Participle

اسم المفعول past participle هو أحد الأشكال الرئيسية للفعل، وهو ما يطلق عليه اسم "التصريف الثالث" عند حفظ الأفعال.

ويتكون اسم المفعول فى الأفعال العادية بإضافة -ed إلى أساس الفعل base (المصدر بدون to) ولذلك يسميه الأمريكيون شكل (-ed).

أما الأفعال الشاذة فيحفظ اسم مفعولها من الجداول. والأفعال المحدودة الخاصة ليس لها هذا الشكل إلا لثلاثة أفعال فقط هى:

to be → been to have → had to do → done

استعمالات اسم المفعول:

١- تكوين الأزمان التامة Perfect tenses مع فعل *to have*:

e.g. He *has* **gone** home.
She *had* **finished** dressing before her fiancé arrived.

٢- تكوين المبنى للمجهول Passive voice مع فعل *to be*:

e.g. The car *was* **bought**.
The parcel *had been* **packed** properly.

٣- كصفة adjective: (انظر بعده وكذلك فصل الصفات)

٤- لعمل أشباه الجمل الوصفية والظرفية .Adjective and adverb phrases: (انظر بعده)

★★٣- اسم الفاعل Present Participle

اسم الفاعل present participle هو الشكل الذى يتكون من المصدر بدون to بإضافة ing- ولذلك يسمى بشكل (ing-).

استعمالات اسم الفاعل:

١- لتكوين الأزمان المستمرة Continuous (Progressive) tenses مع فعل to be:

e.g. He *was* **sleeping** when the car crashed.
Listen, they *are* **talking**.

٢- كصفة adjective: (انظر بعده وكذلك فصل الصفات)

٣- لتكوين أشباه الجمل الوصفية والظرفية Adjective and adverb phrases:
(انظر بعده)

٤- بعد فعل *to go* للحديث عن المستقبل.

e.g. We *go* **swimming** tomorrow.
We *are going* **hunting** soon.

★★استعمال اسم الفاعل واسم المفعول كصفات

Using the Present and Past Participles as Adjectives

(راجع فصل الصفات)

عندما نستعمل اسم الفاعل أو اسم المفعول كصفة هناك فرقين مهمين بينهما يمكننا تذكرهما من الاسم العربى والاسم الإنجليزى:

الفرق الأول (الاسم العربى):

اسم **الفاعل** كصفة يجعل الموصوف **فاعلا** لتأثير الفعل (أى يعبر عن action)

اسم **المفعول** كصفة يجعل الموصوف **مفعولا به** تأثير الفعل (أى يعبر عن result)

e.g. The work was **tiring**. أى أن العمل فعل التعب = مُتعِب
The workers were **tired**. أى أن العمال فُعل بهم التعب = صاروا مُتعَبين

e.g. The play was **interesting**. أى مُثيرة
The spectators were **interested**. أى أثير اهتمامهم أو مهتمين

e.g. The lecture was **boring**. مُمل
I became **bored**. أصابنى الملل

e.g. A car could be a **killing** instrument. قاتلة
The police examined the **killed** man. قتيل، مقتول

الفرق الثانى (الاسم الإنجليزى):

Present participle يجعل الصفة **حالية** وقت الحديث عنها، أما
Past participle فيجعل الصفة **ماضية** وقت الحديث عنها:

e.g. They poured **boiling** water on the attackers. أى ماء يغلى (١٠٠ْم)
He used **boiled** water to prepare the medicine.
أى ماء سبق غليه وقد يكون باردا وقت الاستعمال

e.g. The flames were rising out of the **burning** car. مشتعلة

When the police examined the **burnt** car, it was all black and twisted. (المحترقة (لم تعد مشتعلة

e.g. We heard the sound of **breaking** glass. (يتحطم (وقت الحديث

We walked on the **broken** glass. (المحطم (سبق تحطيمه

لاحظ الآتى:

عند استعمال اسم الفاعل أو اسم المفعول كصفة يأتيان عادة قبل الاسم الموصوف attributive adjective، ولكنهما قد يأتيان بعد الاسم الموصوف وفى هذه الحالة يؤديان وظيفة الصفة + وظيفة الفعل، أى أن:

Participle = adjective + verb

e.g. The **stolen** *goods* were found. (adj. only)

The *goods* **stolen** by the thief were found. (adj. + verb)

e.g. **Singing** *birds* are greatly admired. (adj. only)

Birds **singing** in the trees are admired. (adj. + verb)

★★استعمال اسم الفاعل واسم المفعول لعمل أشباه الجمل

Using Participles to make Phrases

يمكن لأسماء الفاعل والمفعول أن يكونا شبه جملة phrase تحل محل جملة كاملة sentence أو عبارة clause. (انظر فصل أشباه الجمل والعبارات)

١- أشباه الجمل الوصفية Adjective phrases:

e.g. His wife, **dressed in furs**, met us at the door.

= who was dressed in furs

Children, **holding candles**, surrounded the bride.

= who were holding candles.

ونلاحظ أن أشباه الجمل الوصفية تتبع قاعدة القرب proximity rule، أى لابد أن تكون أقرب ما يمكن للاسم الموصوف.

٢- أشباه الجمل الظرفية Adverb phrases:

e.g. **Coming home**, Ali found the door open. (adv. phrase of time)

= When he came home

Being a policeman, he suspected a theft.(adv. phrase of reason)

= because he was a policeman

Holding a gun, he entered on tip-toe. (adv. phrase of manner)

Taken by surprise, the thief surrendered.

(adv. phrase of reason)

نلاحظ فى كل أشباه الجمل هذه أن اسم الفاعل أو اسم المفعول يقوم بعمل فعل ويحتاج إلى فاعل. وهذا الفاعل هو الاسم الذى يسبقه مباشرة، وإذا لم يوجد فالاسم أو الضمير الفاعل للعبارة التالية مباشرة.

★★اسم الفاعل أو اسم المفعول المُعلَّق Dangling participles:

عندما يكون فاعل شبه الجملة غير فاعل العبارة التالية قد يحدث لبس فى فهم المعنى:

e.g. **Going home**, my bag was lost.

فهذه لا يمكن أن يكون معناه أن حقيبتى أثناء عودتها إلى المنزل فُقدت، ولذلك يُفضل كتابة الجملة هكذا:

As I was going home, my bag was lost.

e.g. **Being away**, I could not ask him.

فاسم الفاعل المعلق هنا لا ندرى بالضبط لمن يشير ومن الغائب: أنا أم الشخص الآخر؟ ويجب تجنب عدم الدقة فى المعنى بكتابة الجملة مثل:

My father being away, I could not ask him.

e.g. **Walking under the bridge**, a woman threw a bottle on my head.

فهنا لا ندرى من الذى كان يسير تحت الكوبرى: السيدة أم أنا؟ ونحدد المعنى بكتابة الجملة كالآتى:

As I was walking under the bridge, ...

★★أنواع أسماء الفاعل Kinds of present participles:

١- **اسم الفاعل البسيط Simple present participle:** وهو ما سبق ذكره:

e.g. **Buying** the car, he quarrelled with the salesman.

ويعنى هذا إما أنه تعارك مع البائع أثناء الشراء أو بعد الشراء مباشرة. ولتحديد أن العراك تم بعد الشراء، نستعمل:

٢- **اسم الفاعل التام المبنى للمعلوم Perfect participle active:**

وهو يتكون من:

(having + past participle)

e.g. **Having bought** the car, he quarrelled with the salesman.

فهنا واضح تماما أن العراك تم بعد انتهاء الشراء.

ونجد أيضا نوعين من أسماء الفاعل فى المبنى للمجهول:

٣- **اسم الفاعل المبنى للمجهول Passive present participle:**

ويتكون من:

(being + past participle)

e.g. The question **being answered**, the students went home.

وهنا قد يكون التلاميذ قد انصرفوا أثناء إجابة الأسئلة أو بعدها مباشرة.

ولتحديد الفرق الزمنى نستعمل:

٤- اسم الفاعل التام المبنى للمجهول Passive perfect participle:

ويتكون من:

(having been + past participle)

e.g. The questions **having been answered**, the students went home.

فهنا واضح أن الانصراف تم بعد الانتهاء من إجابة الأسئلة.

Exercises

★★VII. Use appropriate participles as adjectives to complete the following sentences:

1. The play last night was very.......
2. He let no hair grow on his jaws and upper lip; he was clean.....
3. A ..... bottle cut his foot because he was walking bare footed.
4. The sound of ..... glass drew our attention to the tragedy that was happening across the road.
5. The ..... ice dripped on our heads as we stood waiting under the thatched roof.
6. He couldn't walk except by the aid of a ..... stick.
7. The ..... prisoner was soon caught.
8. They all feared to go near the ..... house because of the ghosts said to be residing there.
9. They searched diligently for the ..... treasure but couldn't find it.
10. You must be very ..... after such a long journey.

★★VIII. Rewrite the following sentences so that the words in black function as adjectives:

1. He gave me a cheque he had **signed**.
2. The girl was **weeping** because she had lost her money.
3. I like my meat to be **overdone**.
4. The extent of his crimes is **known** to be staggering.
5. The firemen put out the fire in the house that was **burning**.

★★IX. Choose the correct word from those between brackets:

1. The car tank was (full/ filled/ fill) with gas.
2. The house has been (breaking/ broken/ break) into by a thief.
3. The weather (being/ been/ is) hot, we went to the seaside.
4. They found a wallet (was containing/ was contained /containing) a lot of new bank-notes.
5. The (lost/ lose/ loose) car was (find/ found/ finding) .
6. The carpenter mended the (broken/ breaking/ broke) chair.
7. The firemen arrived at the (burnt/ burning / fired) house and put out the fire.
8. The play was very (interesting/ interested/ interest).
9. I ate two hard-(boiled/ boiling) eggs at breakfast.
10. He spoke on and on till I became very (bored/ boring) .

★★X. The following sentences are ambiguous. Rewrite them so that each will have one logical meaning only. (There may be more than one way. One answer only is required.)

1 . When carrying a gun, it should never be pointed at anyone.

2. Riding in his first race, his horse fell at the last jump.
3. Passing under a ladder, a pot of paint fell on my head.
4. Rushing out of the house, a lorry knocked me over.
5. Getting out of bed, a scorpion stung him.
6. Uprooted by the storm, the road was blocked by a huge tree.
7. Falling from such a height, we thought he'll never survive.
8. Tied to a post, the sea was tossing the boat up and down.
9. Pinned to the door by a knife, the man saw a piece of paper with writing on it.
10. Barking furiously, I led the dog out of the room.

★★XI. Join each of the following pairs of sentences using a participle (a perfect participle or a passive participle may occasionally be needed):

1. I knew that he was poor. I offered to pay for his ticket.
2. He got off his horse. He began searching his pockets.
3. The lion found his cage door open. He escaped.
4. One day you will be sitting by the fire. You will look at my photo and you'll remember me.
5. He stole the silver. He looked for a place to hide it.
6. He fed the dog. He sat down to his own dinner.
7. He was exhausted by his work. He threw himself on the sofa and was fast asleep within seconds.
8. The speaker refused to continue. He was infuriated by the interruptions.
9. She hoped to find the will. She searched everywhere.
10. He offered to show us the way home. He thought we were lost.

★★٤- اسم الفعل Gerund

اسم الفعل Gerund هو نفس شكل (-ing) أى مثل شكل اسم الفاعل present participle ولكن له استعمال مختلف حيث أنه يستعمل كاسم noun يوضح معنى الفعل:

e.g. Smoking = التدخين jumping = القفز playing = اللعب

ويقوم اسم الفعل gerund بوظيفة الاسم noun وكذلك له بعض وظائف الفعل verb، أى أن:

Gerund = Noun + Verb

Functions of the gerund وظائف واستعمالات اسم الفعل

أولا: كاسم Noun:

١- فاعل subject لفعل:

e.g. **Smoking** destroyed his health.

٢- مفعول به object لفعل:

e.g. He likes **reading**

٣- مجرور بحرف جر (مفعول به لحرف جر object to a preposition):

لا يأتى بعد حرف الجر إلا اسم أو ضمير، ولذلك **عند استعمال فعل بعد حرف الجر لابد من أن يكون فى شكل اسم الفعل gerund** (ماعدا حرف الجر to الذى يمكن أن يأتى بعده مصدر):

e.g. This is a lovely day *for* **driving.**

ولذلك نستعمل اسم الفعل gerund بعد الأفعال المذيلة tailed verbs (أى التى يتبعها حرف جر):

e.g. He *insisted on* **playing** today.

وكذلك بعد الصفات أو الظروف التى يتبعها حرف جر:

e.g. She is *fond of* **cooking**.

٤- ولأنه اسم فيمكن وصفه بصفة adjective:

e.g. *Heavy* **drinking** caused his downfall. (adj. of quality)
Please, excuse *my* **interrupting** you. (possessive adj.)

ويلاحظ أنه فى الإنجليزية الرسمية (إنجليزية الكتابة) نستعمل صفات الملكية، أما فى الكلام العامى فنستعمل الضمائر الشخصية للمفعول:

e.g. Please excuse *me* interrupting you.

٥- ويمكن إضافته لصيغة الملكية possessive case:

e.g. *Ali's* **reading** needs more practice.

ثانيا: كفعل Verb:

١- ولأن اسم الفعل gerund له وظيفة الفعل verb فقد يكون له مفعول به object:

e.g. **Smoking** *cigars* is forbidden on aeroplanes.

فـ cigars مفعول به لـ smoking.

٢- وكذلك يمكن تعديل معناه بحال adverb:

e.g. He prefers **speaking** *plainly.*

فـ plainly تعدل معنى speaking.

٣- فى كثير من الأحيان نحتاج إلى استعمال فعلين متتاليين، وفى هذه الحالة يكون الفعل الثانى إما فى المصدر infinitive وإما فى اسم الفعل gerund:

أ- وأهم الأفعال التى يأتى بعدها اسم الفعل gerund هى:

advise, avoid, consider, delay, deny, detest, dislike, endure, enjoy, escape, excuse, finish, imagine, mind, miss, postpone, practise, risk, suggest, understand, etc.

e.g. He *suggested* **meeting** me at his house.
She *denied* **seeing** the thief.

ب- الأفعال التالية يأتى بعدها اسم الفعل **gerund** (كتقرير عام general statement) أو المصدر infinitive (للإشارة إلى حادثة معينة particular event) وبدون اختلاف كبير فى المعنى:

begin, cease, continue, forget, hate, intend, learn, like, love, omit, prefer, regret, need, neglect, start, want, etc.

e.g. He *likes* **going** to the cinema. (general statement عموما)

He *would like* to go to the cinema. (particular event هذه المرة)

جـ- الأفعال التالية يأتى بعدها اسم الفعل gerund أو المصدر infinitive مع اختلاف المعنى:

remember, stop, try

e.g. I *remembered* **giving** her her present.

تذكر أنه سبق وأن أعطاها الهدية

I *remembered* to give her her present.

تذكر أولا أنه يجب أن يعطيها الهدية فأعطاها لها

e.g. I *stopped* **buying** books. توقفت عن شراء الكتب

I *stopped* to buy a book توقفت (أثناء سيرى) لأشترى كتابًا

e.g. I *tried* **opening** the window. حاول وفتح الشباك

I *tried* to open the window. حاول ولكنه لم ينجح فى فتح الشباك

ء- بعد مفعول به object لأفعال الحواس verbs of perception يمكن استعمال اسم الفعل gerund أو المصدر infinitive مع اختلاف المعنى:

- مع اسم الفعل gerund للحديث عن جزء فقط من الحدث:

e.g. I *saw* the thief **stealing** the safe. أى أثناء السرقة

- مع المصدر infinitive للحديث عن الحدث كله:

e.g. I *saw* the thief steal the safe.

٤- وكذلك نستعمل اسم الفعل gerund بعد بعض التعبيرات الاصطلاحية idioms مثل:

Look forward to, be used to, go on, burst out, can't help, can't stand, etc.

e.g. I *went on* **reading** till dawn.

I *can't stand* **smoking**.

أنواع اسم الفعل Kinds of gerund:

١- اسم الفعل العادى: وهو ما سبق شرحه.

٢- اسم الفعل التام Perfect gerund:

ويتكون من:

(having + past participle)

ويستعمل للإشارة إلى نشاط فى الماضى، وعادة مع أفعال:

deny, confess

e.g. He *denied* **having stolen** the money.

٣- اسم الفعل المبنى للمجهول Passive gerund:

ويتكون من:

(being + past participle)

ويستعمل للمبنى للمجهول:

e.g. I hate **being delayed**.

ملحوظة:

لاحظ حرف الجر to:

١- قد يكون جزء من المصدر، وبعد الأفعال المحدودة الخاصة special finites الآتية:

to be to, to have to, ought to, used to, need to

فهو جزء من المصدر الذى يأتى بعد الفعل المحدود:

e.g. He *is* **to help** us.

٢- يستخدم لمنع تكرار ذكر الفعل الذى يأتى بعد بعض الأفعال مثل:

like, love, hate, want, try, mean, hope, etc.

e.g. Do you *mean* **to go**? Yes, I *mean* **to**.

٣- فيما عدا هاتين الحالتين (أى استعمال to كجزء من المصدر) فإن to حرف جر عادى ويأتى بعده اسم أو ضمير، وبالتالى يمكن أن يأتى بعده اسم الفعل gerund.

Exercises

★★XII. Put the verbs in brackets into the correct form (gerund or infinitive):

1. I'm looking forward to (see) you.
2. It's no use (wait)
3. I wish (see) the manager.
4. Don't forget (lock) the door before (go) to bed.
5. He tried (explain) but she refused (listen).
6. He was fined for (exceed) the speed limits.
7. After (hear) the conditions, I decided (not enter) the competition.
8. I tried (pacify) him, but he refused (be pacified) and went on (grumble).
9. Try (forget) it: it isn't worth (worry) about.
10. I distinctly remember (pay) him. I gave him three twenty-dollar bills.
11. I tried (give) her monetary assistance but she refused.
12. He missed (meet) me at the station.
13. Please go on (write): I don't mind (wait).
14. My watch keeps (stop). That's because you keep (forget) (wind) it.
15. You'll never regret (do) a kind action.
16. He made me (repeat) his instructions (make) sure that I understood what I was (do) after he had gone.
17. I'd rather (earn) my living by (scrub) floors than (make) money by (blackmail) people.
18. If a thing is worth (do) at all, it's worth (do) well.
19. Do stop (talk): I'm trying (finish) a letter.
20. People used (make) fire by (rub) two sticks together.

★★XIII. Explain the difference between each two sentences:

1. a. He stopped talking. b. He stopped to talk.
2. a. I remember paying the grocer. b. Remember to pay the grocer.
3. a. He stopped paying his debts. b. He stopped to pay his debts.
4. a. He remembered cleaning his shoes. b. He remembered to clean his shoes.
5. a. The boat was sinking. He tried plugging the biggest hole but it was no use.
   b. The boat was sinking. He tried to plug the biggest hole but it was no use.

★★XIV. Use either "too" or "enough" to express the following ideas:

1. This tea is very hot; I can't drink it.
2. I'm very excited; I can't think clearly.
3. You are quite old; you should know better.
4. The problem is difficult; we can't solve it.
5. Our teacher is clever; he can tell you the answer.
6. Our cat is very lazy; it doesn't catch mice.
7. The river was very deep; they couldn't walk across.
8. He's quite well; he can go back to work.
9. Walid is very tall; he can touch the ceiling.
10. The moon is very bright today; I can read by its light.

★★★XV. Pick out the infinitives and describe the function of each in the following sentences:

1. To act like that is extremely foolish.
2. They are to be engaged soon.
3. I should like to have been told the news earlier.
4. I went there to meet him.
5. That is not the way to speak to your teacher.
6. To complete that work in a week's time was nearly miraculous.
7. He made me tell him the whole story.
8. The men have come to paint the walls.
9. I want to be a doctor when I grow up.
10. He was completely overwhelmed to hear about the way his father died.

★★XVI. Which of the words in black is a:

(a) gerund
(b) present participle acting as an adjective
(c) present participle as part of a continuous tense?:

1. **Swimming** is a very enjoyable exercise.
2. The **swimming** suit was very tight and it hampered my movements.
3. He was **swimming** near the coral reef when the sharks attacked him.
4. Every Friday afternoon, we have **singing** in our house.
5. Every Friday afternoon, we have **singing** lessons.
6. Every Friday afternoon from now on there be **singing**.
7. The **retreating** army took new positions.
8. He hated **retreating** before the enemy even for sound tactical reasons.
9. They were **retreating** already before the orders for retreat arrived .
10. By **working** hard, he hoped to regain his lost fortune.

★★★XVII. Fill in the spaces with a suitable participle or a gerund and mention its function:

1. He has ..... to the United States.
2. ..... the letter, he posted it.
3. The firemen entered the ..... house.
4. ..... the correct amount of good quality food is necessary for health.

5. The conquerors raped the women of the ..... country.
6. The door bell is ..... now.
7. ..... me by the arm, he led me back to safety.
8. ..... that he was poor, I offered to pay his fare.
9. After reading this article you will give up ..... cigarettes.
10. His ..... leg gave him a lot of pain although it was in a plaster cast.

الفصل السابع

حروف الجر PREPOSITIONS

هذه كلمات قصيرة تأتى قبل الأسماء nouns (أو الضمائر pronouns) لتوضح علاقتها بكلمات أخرى فى الجملة. ويبدو هذا واضحًا من الاسم Preposition فالسابقة Pre- تعنى قبل، وكلمة position تعنى المكان، أى سابقة المكان لأنها تأتى دائما قبل اسم أو ضمير (قد يأتى حرف الجر فى آخر الجملة فى بعض الحالات).

وتحكم حروف الجر prepositions الاسم الذى يليها فيكون دائما فى حالة المفعول به object، ويبدوا هذا واضحًا مع الضمائر الشخصية personal pronouns.

e.g. She looked **at** *him*. (not he)

ويطلق على الاسم (أو الضمير) الذى يأتى بعد حرف الجر "مجرورًا بحرف جر" أو كما يقول النحاة الإنجليز "مفعولا به لحرف جر Object to a preposition".

ومعظم حروف الجر كلمات بسيطة مثل:

about, above, across, after, against, among, at, before, behind, below, beneath, beside, between, beyond, by, concerning, down, during, except, for, from, in, into, inside, like, near, of, off, on, opposite, out, outside, over, past, round, since, through, till, to, towards, under, until, up, with, without, etc.

وبعضها أشباه جمل phrases مثل:

as far as, next to, on top of, instead of, etc.

★★وظائف حروف الجر Functions of Prepositions:

١- لتوضيح العلاقة بين اسم (أو ضمير) وكلمة أخرى فى الجملة. وقد تكون هذه العلاقة زمنية أو مكانية أو معنوية:

أ- اسم واسم noun and noun:

e.g. *The girl* is **in** *the garden*.

ب- اسم وضمير noun and pronoun:

e.g. *He* arrived **on** *Friday*.

جـ- ضمير وضمير pronoun and pronoun:

e.g. *He* is **behind** *me*.

ء- اسم وفعل noun and verb:

e.g. *Listen* **to** *Ali*.

هـ- اسم وصفة noun and adjective:

e.g. Ali is *clever* **at** *tennis*.

و - اسم وظرف noun and adverb:

e.g. He ran too *quickly* **for** *his years*.

ز - عبارات أو أشباه جمل اسمية Noun clauses and phrases:

e.g. *I don't care* **for** *what you are saying*.

٢- تدخل حروف الجر فى تكوين الأفعال المجرورة prepositional verbs وهى الأفعال التى يتلوها حرف جر، لتعطى معنى اصطلاحيًا جديدًا idiomatic (انظر الأفعال المُذيلة Tailed Verbs فى آخر الفصل):

e.g. Look for, take after, get off, walk over, etc.

٣- تستعمل حروف الجر استعمالا اصطلاحيًا مع بعض الصفات adjectives:

e.g. He felt *grateful* **to** his teacher. ممتن لشخص

He was *grateful* **for** his help. ممتن لشيء

The teacher was *disgusted* **with** him. مشمئز من شخص

The teacher was *disgusted* **at** his manners. مشمئز من شئ

She was *angry* **with** her friend. غاضب من شخص

She was *angry* **at** her treason. غاضب من شئ

ولابد من القراءة المستمرة الواعية لمعرفة حروف الجر التى تستعمل مع الصفات المختلفة، وأيها يستعمل مع الأشخاص وأيها يستعمل مع الأشياء.

وفيما يلى بعض الصفات الشائعة وحروف الجر التى تأتى بعدها:

absent from, accustomed to, acquainted with, addicted to, afraid of, angry at (thing) - with (person), annoyed with, associated with, blessed with, bored with, capable of, cluttered with, committed to, composed of, concerned about, connected to, content with, convinced of, coordinated with, crowded with, dedicated to, devoted to, disappointed in, discriminated against, disgusted at (thing) - with (person), divorced from, done with, dressed in, engaged to, envious of, equipped with, excited about, exposed to, faithful to, familiar with. filled with, fond of, friendly to - towards - with, furnished with, grateful to (person) - for (thing), guilty of, innocent of, interested in, involved in (thing) - with (person), jealous of, known for (trait), to (person), limited to, made of (substance) - from (piece of a whole), married to, opposed to, patient with, polite to, prepared for, provided with (thing) - for (his life arranged for), related to, relevant to, remembered for, responsible for, satisfied with, scared of, terrified of, tired of - from. upset with, used to, worried about.

★★مكان حرف الجر فى الجملة Position of Prepositions:

١ـ كقاعدة عامة يأتى حرف الجر قبل الاسم (أو الضمير) الذى يجره أو يتحكم فيه:

e.g. He swam **under** *water*.
She laughed **at** *him*.

٢ـ قد يأتى حرف الجر قبل كلمات الاستفهام (الأسلوب التقليدى) ولكن يفضل الآن وضعه فى آخر الجملة، وهو الأسلوب الحديث والمقبول حاليًا:

e.g. **From** *whom* did you buy this shirt?
Whom (*Who*) did you buy this shirt **from**?

e.g. **At** *which* hotel are you staying?
Which hotel are you staying **at**?

e.g. **With** *what* was he killed?
What was he killed **with**?

وكذلك فى الأسئلة غير المباشرة Indirect questions:

e.g. He wondered whom you bought that shirt **from**.

٣ـ لابد أن يأتى حرف الجر فى آخر الجملة فى الأحوال التالية:

أـ مع ضميرى الوصل what و that:

e.g. This is the piano *that* Beethoven played **on**.
This girl didn't know *what* they were laughing **at**.

ب- عند إلغاء ضمائر الوصل whom, which, that أى عندما تكون مفعولا بها لحرف جر:

e.g. This is the piano **on** *which* Beethoven played.
This is the piano Beethoven played **on**.
I met the man, **with** *whom* I was talking, yesterday.
I met the man, I was talking **with**, yesterday.

جـ- بعد than فى المقارنة:

e.g. There is much between heaven and earth *than* we dream **of**.

ء- فى المبنى للمجهول passive voice:

e.g. The house *was broken* **into**.

هـ- بعد فعل فى المصدر infinitive عندما يكون المفعول به مفهومًا understood object:

e.g. He gave his child a toy *to play* **with**. (it)

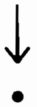
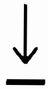
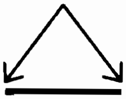
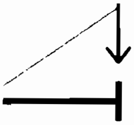
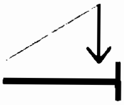
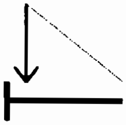
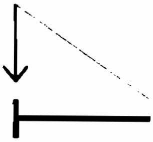
و- فى بعض الجمل التوكيدية Emphatic:

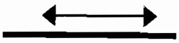
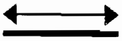
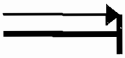
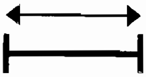
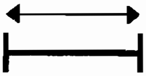
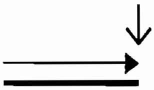
e.g. *Some games I am quite good* **at**, but I'm hopeless at golf.

العبارة الأولى بها تأكيد، أما العبارة الثانية فليس بها تأكيد.

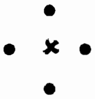
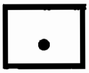
★بعض القواعد العامة لاستعمال حروف الجر

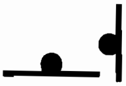
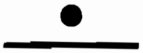
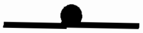
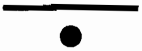
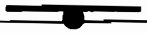
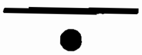
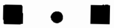
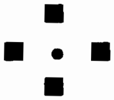
أ- استعمال حروف الجر الزمنية Prepositions of Time:

At عند		تستعمل لنقطة زمنية محددة: e.g. **at** six o'clock, **at** dawn, **at** mid-night, **at** bed-time, **at** breakfast, etc. وكذلك فى بعض الفترات الزمنية الخاصة: e.g. at night, at Christmas, at Easter, etc.
On فى		تستخدم لليوم أو التاريخ date: e.g. **on** Monday, **on** my birthday, **on** July 5th. **on** the 6th. of October, etc. وكذلك لنقطة زمنية فى تاريخ أو يوم معين: e.g. **on** Monday morning, **on** the morning of the 5th. of June, **on** Christmas Eve, etc.
In **فى، فى خلال**		تستخدم لفترة زمنية طويلة نوعا: e.g. *in* the morning, **in** April, **in** winter, etc. Maha will leave **in** two days' time. Leaves usually fall **in** autumn.
By قبل		يستعمل لفترة زمنية تمتد من الآن وحتى تاريخ محدد، وتعنى قبل أو عند هذا الوقت (وليس بعده): e.g. You should be at the station **by** six o'clock. **By** next summer, he'll have taken his final exams. **By** Christmas, she'll have been staying with us for two whole years.
Before قبل		تستعمل لفترة زمنية محدد آخرها تماما، وتعنى قبل هذا الموعد وليس عنده أو بعده (قارن مع by) e.g. Come home **before** midnight. He'll be twenty **before** Christmas.
After بعد		تستعمل لفترة زمنية محدد أولها تماما، وتعنى بعد وليس عند أو قبل هذا الوقت (قارن مع since): e.g. It is unwise to sleep immediately **after** eating. He came home **after** mid-night. I will go to Alex **after** the final exams.
Since منذ		تستعمل لفترة زمنية سابقة تمتد حتى الآن ومحدد أولها تماما (نستعمل عادة فعل تام): e.g. He has been here **since** Friday. She has been sleeping **since** eight. I haven't seen him **since** our quarrel.

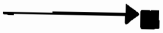
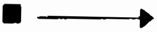
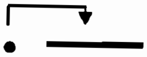
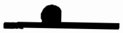
For لمدة		تستعمل لفترة زمنية محدد مدتها، ولكن غير محدد أولها أو آخرها (قارن مع since): e.g. He has been here **for** three days. She has been sleeping **for** ten hours. They worked **for** a long time.
During أثناء		تستعمل لفترة زمنية مسماة (أي لها اسم): e.g. He has been here **during** *the holidays*. She has been sleeping **during** *the meeting*.
Till, Until حتى		تستعمل لفترة زمنية محدد آخرها تمامًا، وتعنى حتى ذلك الوقت: e.g. He will wait for you **till** you come. She slept **until** noon.
From ... to **From** .... till, until من .... إلى من .... حتى		تستعمل لفترة زمنية محدد أولها وآخرها، وتعنى من ... إلى: e.g. Students take their lessons **from** eight **to** two. He will wait **from** three **till** five.
Between... **and ....** بين ... و ...		مثل from .... to : e.g. He will be waiting **between** three **and** five.
Ago منذ		ago ظرف وليست حرف جر، ويستعمل لقياس المدة فى الماضى وحتى الآن: e.g. I bought this car five years **ago**.

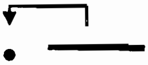
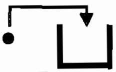
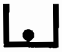
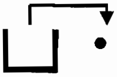
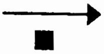
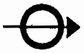
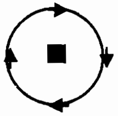
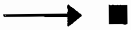
ب- استعمال حروف الجر المكانية Prepositions of Place:

At عند		١- عندما يكون المكان صغيرًا أو غير محدد تمامًا: e.g. He was waiting **at** the bus-stop. ٢- للعنوان address: e.g. We live **at** 22, Akkad street. ٣- للمبانى عندما نتحدث عن النشاط الدائر فيها: e.g. She was **at** the theatre watching "Hamlet". ٤- للقرى والمدن إذا كان المرور عابرًا: e.g. We stopped **at** Tanta on our way to Alex.
In فى، داخل		١- عندما يكون المكان له حدود واضحة سواء فى الحجم أو المساحة: e.g. She was **in** the house when the fire broke out. ٢- للشوارع والطرق: e.g. We live **in** Akkad street. ٣- للمبانى عند الحديث عن أى شئ غير النشاط الدائر فيها: e.g. It was dark **in** the theatre. ٤- للقرى والمدن عند البقاء فيها: e.g. My cousin lives **in** Banha.

		د- للمدن الكبيرة cities والبلاد countries: e.g. I have work **in** England.
On على		عندما نعتبر المكان كخط أو سطح: e.g. The cat is **on** the table. The picture was hanging **on** the wall.
Above, **Over** فوق	above. over  over 	يستعمل الاثنان بمعنى "فوق" ، ولكن نستعمل over فقط عندما يكون هناك التصاق: e.g. The plane flew **above** (**over**) the village. I put a blanket **over** him. (يوجد التصاق)
Below, **Under** تحت	below, under  under 	يستعمل الاثنان بمعنى "تحت" ولكن نستعمل under فقط عندما يكون هناك التصاق: e.g. The train passed **under** (**below**) the bridge. I put a pillow **under** his head. (يوجد التصاق)
Beneath تحت		يمكن استعمالها مثل below و under ، ولكن يفضل استعمالها للمعاني المجردة: e.g. She married **beneath** her. That is **beneath** contempt.
Between بين (اثنين)		بمعنى "وسط" أو "بين" اثنين فقط: e.g. He sat **between** George and Ali. He had to choose **between** two evils.
Among بين (أكثر من اثنين)		بمعنى "وسط" أو "بين" أكثر من اثنين: e.g. He fell **among** thieves. They quarrelled **among** themselves.

جـ- استعمال حروف الجر الحركية Prepositions of Movement:

To إلى		تعبر عن حركة إلى مكان: e.g. He ran **to** his mother. They went **to** the cinema.
At إلى، عند		يعبر عن سكون أو حركة محدودة بالمكان: e.g. He arrived **at** school. She studies **at** school.
From, من away from بعيدًا عن		يعبر عن حركة من مكان أو بعيدًا عن مكان: e.g. He escaped **from** prison. He ran **away from** school.
Onto إلى فوق		تعبر عن حركة إلى فوق خط أو سطح: e.g. The cat jumped **onto** the table.
On على، فوق		تعبر عن سكون أو حركة محدودة، بمعنى "على" أو "فوق": e.g. The cat sat **on** the table. The cat played **on** the table.

Off عن، بعيدًا		تعبر عن معنى الابتعاد أو المغادرة: e.g. The cat jumped **off** the table. He kicked **off** his shoes.
Into إلى داخل		تعبر عن حركة إلى داخل شئ له حجم أو مساحة: e.g. The cat jumped **into** the box. The lion fell **into** the hole.
In فى		تعبر عن سكون أو حركة داخل حدود الشيء: e.g. The cat played **in** the box. The lion roared **in** his cage.
Out (of) خارج، إلى الخارج		يعبر عن حركة إلى خارج حدود شئ: e.g. The cat jumped **out of** the box. He got **out** his gun.
Past (مارًا) أمام		يعبر عن حركة مارًا بشيء: e.g. He is walking **past** our house now.
Through خلال		يعبر عن حركة خلال شئ أو مكان: e.g. He is walking **through** the market-place. She is looking **through** the window.
Round حول		تعبر عن حركة حول شئ أو مكان: e.g. He is walking **round** the house. They are dancing **round** the tree.
Towards فى اتجاه		توضح الحركة فى اتجاه معين وليس الوصول، قارن مع to: e.g. Moslems pray **towards** Mecca. He ran **towards** the sea.

ء- استعمال حروف جر الوسيلة Prepositions of Means:

With بـ	with بمعنى "بـ" أو "بواسطة" يأتى بعدها اسم الأداة أو المادة المستعملة (غير عاقل): e.g. She cut the thread **with** her teeth. The children broke the window **with** their ball. The tube was filled **with** tooth-paste.
By بـ	by بنفس معنى with يأتى بعدها اسم الشخص (عاقل) أو الشيء (غير عـاقل) الـذى يـؤدى العمل فى الحالات التالية: ١- المبنى للمجهول passive: e.g. The thread was cut **by** her teeth. The window was broken **by** the children's ball. ولكن لاحظ: The tube was filled **by** a machine *with* tooth-paste. فـ tooth-paste هى مادة مستعملة وليست الفاعل الحقيقى للفعل agent. ٢- عند استخدام اسم الفعل *gerund*: e.g. She cut the thread **by** *using* her teeth. The children broke the window **by** *throwing* their ball.

	٣- للتعبير عن وسائل الواصلات :*communications* e.g. He came **by** *train*. (by car, by bus, by sea, by boat, etc.) We informed him **by** *telephone*. (by telegram, by cable, by fax, by mail, by radio, etc.) ولكن لاحظ: He came *on* foot.

هـ- الوصف باستعمال حروف الجر :Describing using Prepositions

With, In **ذو، ذات**	١- تستخدم with و in فى الوصف لعمل أشباه الجمل الوصفية adjective phrases بمعنى "ذو" الخ.: e.g. The police are looking for a man **with** a scar on his face. تبحث الشرطة عن رجل ذو ندبة على وجهه. e.g. The woman **in** the blue dress is my aunt. المرأة ذات (المرتدية) الرداء الأزرق هى عمتى.
As كـ **Like مثل**	٢- تستخدم as للتعبير الفعلى عن كينونة الشخص (أو الشيء) أى وظيفته الفعلية بمعنى "كـ"، أما like فتستخدم للتشبيه أو المقارنة فقط أى أن الشخص (أو الشيء) ليس حقيقة ما نقول أنه يشبهه: e.g. Ali is working **as** an actor. (Ali is an actor) Ali dresses **like** an actor. (Ali is not an actor) e.g. George uses his home **as** his office. (His home is his office) George says his home is **like** a prison. (It is not a prison)

و- حرف الجر Of:

يشير حرف الجر of إلى الانتماء. فعندما نقول: "Ali of Tanta" فنحن نعنى "على الذى ينتمى إلى مدينة طنطا" أو بالعامية: "على بتاع طنطا" أو باللغة العربية: "على الطنطاوى".

Ex. Queen Elizabeth of England الملكة إليزابث ملكة انجلترا
Prince of Wales أمير ويلز

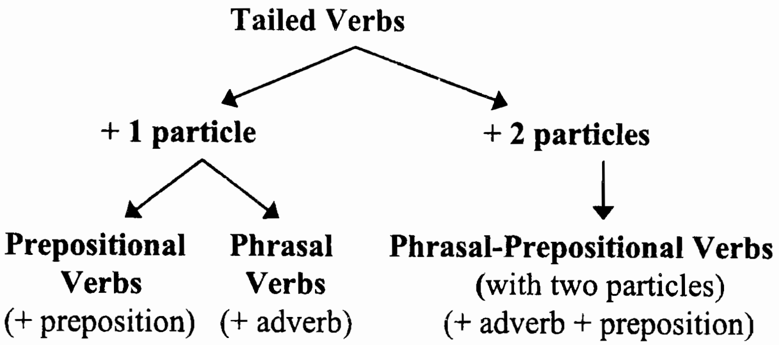
ولاحظ الفرق بين made of والتى تشير إلى المادة المصنوع منها الشىء و made from والتى تشير إلى أن هذا الشىء مصنوع من جزء من شيء أو أشياء أكبر:

Ex. This statue is **made of** marble. (المادة)
هذا التمثال مصنوع من الرخام.
This statue is **made from** this rock. (جزء من كل)
هذا التمثال صنع من هذه الصخرة.

Tailed verbs الأفعال المُذيلة★★

تتميز اللغة الإنجليزية بوجود عدد هائل من الأفعال يتغير معناها جزئيًا أو كليًا بوجود ذيل لها (ذكر أحد القواميس أكثر من ٦٠,٠٠٠ فعل من هذه الأفعال المذيلة). ويوجد ما يشبه هذه الأفعال فى اللغة العربية مثل: "يرغب فى" بمعنى "أحب أن يكون له" و "يرغب عن" بمعنى "زهد فيه ولم يحبه"، وكذلك "وقع فى" بمعنى "أخطأ" أو "سقط"، و "وقع على" بمعنى "عثر" أو "وجد"، الخ ولكن عددها محدود للغاية.

وهذا الذيل أو الجزيء الذى يتبع الفعل قد يكون حرف جر (الأفعال المجرورة Prepositional verbs)، أو ظرفا (الأفعال الظرفية Phrasal verbs)، وقد يتبع الفعل ذيلين (جزيئين) فيكون الأول ظرفا والثانى حرف جر، أى أن الأفعال المذيلة تنقسم إلى:


Tailed Verbs
+ 1 particle
+ 2 particles
Prepositional Verbs
(+ preposition)
Phrasal Verbs
(+ adverb)
Phrasal-Prepositional Verbs
(with two particles)
(+ adverb + preposition)

لاحظ الآتى:

١- تحتاج كثير من الأفعال إلى حرف جر بعدها، وغالبًا لا يتغير معناها مثل:

e.g. He *hoped* **for** a promotion.
He *voted* **for** his friend.
She *stared* **at** him till he felt ill at ease.

٢- وكثيرًا ما يمكن استنتاج المعنى الجديد للفعل المذيل من معنى الفعل ومعنى حرف الجر:

e.g. He *went* **up** the stairs. (ذهب أعلى = صعد)
She *went* **down** the well. (ذهبت أسفل = هبطت أو نزلت)
Ali *went* **into** the room. (ذهب إلى الداخل = دخل)

٣- ولكن بعضها قد يكون له معنى اصطلاحى لا يمكن استنتاجه من معانى الفعل وحرف الجر:

e.g. She *takes* **after** her mother. (تشبه)
My boss *is* always *picking* **on** me. (يضايق أو يستفز)
Who *is looking* **after** the children? (يعتنى)

فيما يلى سوف نذكر بعض الأفعال الشائعة وحروف الجر (أو الظروف) التى تأتى بعدها:

الأفعال الشائعة التالية لا يتغير معناها:

e.g. accuse of, agree with, apologize for, apply to (person, organization) - for (a job), approve of, argue with (person) - about (thing), arrive in (large area) - at (small area), ask about, associate with, believe in, blame for, bless with, care about - for, compare to - with, complain about, connect to, consist of, contribute to, convince of, count (up)on, cover with, decide (up)on, depend (up)on, distinguish from, dream of - about, dress in, escape from, excel in, excuse for, expose to, feel like, fight for, fill with, forget about, forgive for, furnish with, hide from, hope for, insist (up)on, object to, look at, participate in, pray for (thing) - to (God), prepare for, prevent from, prohibit from, protect from, provide with, recover from, rely (up)on, rescue from, respond to, stare at, stop from, subscribe to, substitute for, succeed in, take advantage of, take care of, vote for, worry about, etc.

الأفعال الشائعة التالية يتغير معناها بتغير حرف الجر (أو الظرف) الذى يليها:

Verb	Meaning
account for	explain
ask out	ask someone to go on a date
ask for	1. inquire; 2. demand
back out	withdraw
be in	present inside
be out	not present inside, gone out
be over	finished
break off	cancel an engagement or an agreement
break out	go in flames
break out (of)	escape
break up	disperse
bring about, on	cause
bring round (to)	change his opinion
bring up	1. rear children; 2. mention or introduce a topic
call back	return a telephone call
call in	ask to come to an official place for a specific purpose
call off	cancel

call on	1. ask to speak in class; 2. visit
call up	call on telephone
carry on	continue
catch up (with)	reach the same position or level
check in(to)	register at a hotel
check out	1. take a book from a library; 2. investigate
check out (of)	leave a hotel
cheer up	make (someone) feel happier
clean up	make clean and tidy
clear off	remove
come across	meet by chance
come in	1. enter; 2. arrive
come off	succeed
come round	change his opinion
come by	find or meet
cross out	draw a line through يشطب
cut off	1. sever; 2. separate
cut out	1. stop an annoying activity; 2. cut round, as with a pair of scissors
do over	do again
drop by, in (on)	visit informally
drop off	leave something/someone at a place
drop out (of)	stop going to school, etc.
fall through	fail
figure out	find the answer by reasoning
fill out	complete writing an official form
find out	discover information
get along (with)	exist satisfactorily
get back (from)	1. return from a place; 2. receive again
get in(to)	1. enter a car, etc.; 2. arrive
get off	leave a means of transportation
get on	1. enter or ride a means of transportation; 2. exist satisfactorily
get out of	1. leave a car, etc.; 2. avoid an unpleasant activity
get over	recover from an illness or a disappointment
get through	finish
get up	arise from bed, a chair, etc.

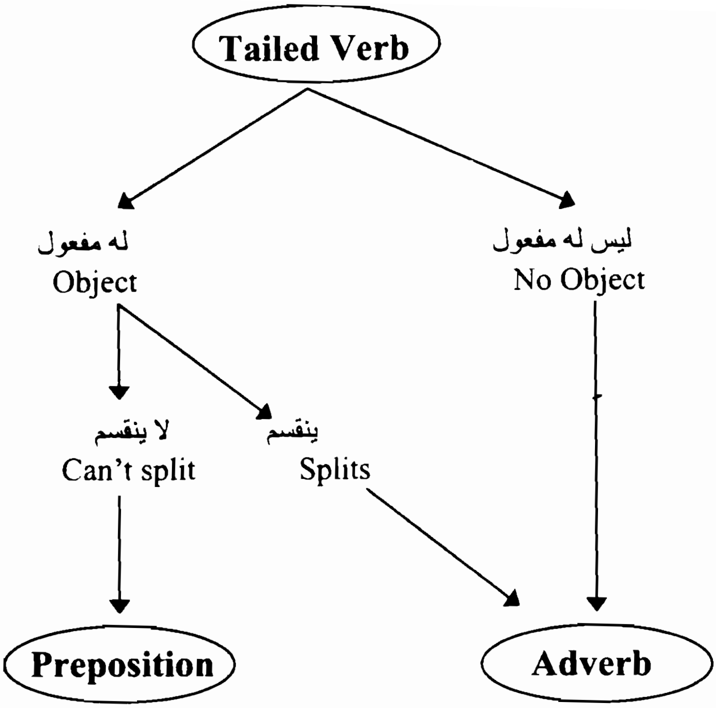
give back	return something to someone
give up	1. stop trying; 2. surrender
go after	1. pursue; 2. attack
go on	continue
go over	review or check carefully
grow out (of)	discontinue a bad habit
grow up (into)	become an adult
hand round	distribute
hand in	submit an assignment
hang up	1. conclude a telephone conversation; 2. put clothes on a hanger
have on	wear
hold up	steal under gun point
keep out (of)	stay away
keep up (with)	stay at the same position or level
kick out (of)	force (someone) to leave
look after	take care of
look down on	despise
look for	search
look into	investigate
look out (for)	be careful
look over	review or check carefully
look through	scan quickly
look up	look for information
look up to	regard with respect
make after	follow quickly
make up	1. invent; 2. complete
make up to	flatter in order to obtain favour
name after, for	give the baby the name of someone else
pass away	die
pass out	1. distribute; 2. lose consciousness
pick out	select
pick up	1. go to get someone (in a car); 2. take in one's hand
point out	call attention to
pull off	succeed in doing something
put away	remove to a proper place
put back	return to original place

put off	postpone
put on	put clothes on one's body
put out	extinguish a fire
put up with	tolerate
run into, across	meet by chance
run out (of)	finish a supply of something
show up	appear, come
show off	display one's cleverness to obtain praise
shut off	stop a machine, light, tap, etc.
stand out	be conspicuous
take after	resemble
take for	consider
take in	1. swallow; 2. deceive
take off	1. remove clothing; 2. leave on a trip
take out	1. take someone on a date; 2. remove
take over	take control
take up	bring a new activity or topic
tear down	demolish
tear up	tear into many pieces
think over	consider carefully
throw away, out	discard; get rid of
throw up	vomit
try on	wear clothes to see if they fit
turn down	decrease volume or intensity
turn in	1. submit an assignment; 2. go to bed
turn off	stop a machine, light, tap, etc.
turn on	begin a machine, light, tap, etc.
turn out	extinguish a light
turn up	increase volume or intensity

★★★للمتقدمين فقط: الفرق بين الأفعال المجرورة Prepositional verbs والأفعال الظرفية Phrasal verbs:

١- الأفعال التى لها ذيل يتكون من جزيئين (Phrasal-prepositional verbs)
سهلة: فالجزيء الأول ظرف adverb والجزيء الثانى حرف جر **preposition**.

e.g. *Watch* out **for** cows.
He *looked* out **for** enemy aircraft.
He *caught* up **with** us after an hour's walk. لحق


Tailed Verb
له مفعول
Object
ليس له مفعول
No Object
لا ينقسم
Can't split
ينقسم
Splits
Preposition
Adverb

٢- أما الأفعال التى لها ذيل يتكون من جزيء واحد فقد يصعب التفرقة بين حرف الجر والظرف لأن الاثنان غالبا ما يكون لهما نفس الشكل، ولذلك:

أ- إذا لم يكن هناك مفعول به بعد الفعل فالجزيء ظرف adverb.

e.g. The plane *took* off. أقلعت

The ship *went* under. غرقت

ب- إذا كان هناك مفعول به للفعل المذيل نحاول أن نضع المفعول بين الفعل وذيله (أى نقسمه split it)، إذا أمكن ذلك فالجزء ظرف adverb، وإذا لم يمكن فصل الذيل عن الفعل فالجزيء حرف جر **preposition**:

e.g. I picked up *the cat*. → I picked *the cat* up. = adverb

e.g. Can I look at *your photos*? → can't split = preposition

لأننا لا نستطيع أن نقول:

~~Can I look your photos at.~~

e.g. The ship went under *the bridge*. → can't split = preposition

لأننا لا نستطيع أن نقول:

~~The ship went the bridge under.~~

e.g. He gave away *her secrets*.

→ He gave *her secrets* away. = adverb

e.g. She's bringing up *two girls*.

→ She's bringing *two girls* up. = adverb

e.g. He listened **to** *the radio*. → can't split = preposition

★★ملاحظات على حروف الجر Prepositions:

١- لاحظ الفرق بين حرف الجر beside بمعنى "بجوار" وحرف الجر والظرف besides بمعنى "بالإضافة إلى":

e.g. Why don't you sit **beside** me?

There were two hundred passengers **besides** the crew.

٢- لا يأتى بعد حرف الجر إلا اسم noun، ولذلك إذا أردنا الإتيان بفعل بعد حرف جر فلابد أن يكون فى شكل اسم الفعل *gerund*. (ماعدا to التى يمكن أن يأتى بعدها المصدر):

e.g. Although he was in pain, he kept **on** *smiling*.

He woke **up** *crying*.

٣- يمكن استعمال to أو for (حسب المعنى) قبل المفعول به غير المباشر indirect object:

e.g. She gave *him* a book. = She gave a book **to** *him*.

They bought *their teacher* a present.

= They bought a present **for** *their teacher*.

وهى الطريقة التى نستعملها لتحديد المفعول به المباشر من غير المباشر.

٤- But يمكن استخدامها كحرف جر بمعنى except أى "إلا" أو "ماعدا" أو "عدا":

e.g. All came **but** him. كلهم حضروا عداه

He was good at everything **but** French.

Exercises

★I. fill in the spaces with a suitable preposition:

1. The driver .... the car went fast.
2. They put the boxes .... the floor.
3. She lives .... our street.
4. My mother cut the cake .... a knife.
5. Maha sang a song .... the party.
6. The cat jumped .... the window.
7. "Hamlet" was written .... Shakespeare.
8. Count .... one .... ten .... your fingers.
9. Cats like to sit .... the roof.
10. The house is .... fire! Call .... help.
11. I was born .... Cairo, but now I live .... Defra, a small village .... Gharbia Governorate.

12. A man .... a red bread went .... our house just now.
13. Will you be .... home .... six and seven o'clock tonight?
14. I would give it .... you .... pleasure if it were mine.
15. It's best to draw lines .... a ruler.
16. I go to school .... bus, but my brother goes .... foot.
17. I like to sit .... the trees .... the shade.
18. What were you talking .... him ....?
19. Switzerland lies .... France, Germany, Austria and Italy.
20. I bought this hat .... ten pounds.
21. Meet me .... six o'clock.
22. He came home .... midnight which was rather late.
23. We live .... 22, Gomhouria street.
24. We live....Gomhouria street.
25. He put a wet towel ....his face.

★★II. Fill in the spaces with the correct preposition or adverb:

1. Is Mona in? No, she's .... and won't be .... till eight o'clock.
2. He is a friendly boy, who speaks .... everybody he meets.
3. As soon as the finals are .... we are going away on our holiday.
4. Look .... the baby until I return.
5. If you look .... the signature carefully you will notice the forgery.
6. Looking ...., I can now see all the mistakes I made when I was younger.
7. I've been looking .... a cup to match the one I broke.
8. He looked .... the book to get an idea about it.
9. The man walked so fast that the child couldn't keep ....him.
10. It was a while before the boxer came .... after being knocked .... .
11. I came .... a vase exactly like yours .... an antique shop.
12. The dog went .... the intruder and knocked him .... .
13. He came .... to my way of thinking .... a good deal of argument.
14. I couldn't take .... the lesson at all. It was too difficult.
15. I ran .... an old school friend in the street today.
16. Even a child wouldn't be taken .... by such an obvious lie.
17. When his father died, Hany took .... the business.
18. He broke .... completely when he heard .... his daughter's death.
19. I turned .... the job because it was badly paid.
20. Dina has broken .... her engagement to Maher.
21. The Second World was broke .... in 1939.
22. The family broke .... after the death of the parents.
23. Turn .... the light; it's getting quite light again.
24. Put .... the blue dress. It becomes you more.
25. Clear .... your books. I want to set the table .... lunch.
26. My plans .... starting a restaurant fell .... for lack of capital.
27. The army fell .... when the enemy attacked with superior forces.
28. Our water-supply was cut .... when the pipe burst.
29. In the film, the train was held .. and robbed .... four armed men.

30. Could you hand .... the photographs so that everyone can see them?
31. I don't care .... the expense; I want the party to be a real success.
32. I can't account .... the disappearance .... the money; it was in the safe yesterday.
33. They blew .... the railway line to prevent the transport of enemy troops.
34. I had to send .... an electrician to mend the switch.
35. Don't sit .... for me. I shall probably be back very late.
36. He was sent .... from school because he kept breaking the regulations.
37. The strike was called .... when the management agreed .... 'the strikers' demands.
38. He stands .... in any crowd because he is much taller than the average man.
39. When war breaks .... prices usually go .... .
40. He doesn't get .... well with his family; that is why he doesn't live .... home.
41. She's very lovely; I think she takes .... her mother.
42. We all laughed .... his jokes, and he laughed .... us.
43. He stayed with the children to look .... them. Wanting to know the time he looked .... his watch but didn't find it, so he looked everywhere .... it.
44. When I saw him entering .... the window , I took him .... a thief.
45. His father advised him to take care .... himself and to beware ..... pickpockets.
46. The teacher told them to stop interrupting him with questions and went .... explaining the lesson.
47. The football match was put .... because of the weather.
48. They were provided .... enough food and drink to last them .... a week.
49. "I am indebted .... you .... my life", said the grateful man to his rescuer.
50. He is clever .... algebra and he is also clever .... his hands.
51. I came .... it quite .... chance while I was looking .... some old papers.
52. Lean the ladder .... the wall if you don't want it to fall .... .
53. I don't get .... very well .... him.
54. She has saved .... so much money that she will be well .... the rest of her life.
55. Don't be .... such a hurry, I can't keep .... you.
56. Make yourself .... home and help yourself .... anything you want .... waiting to be asked.
57. Who is going to pay .... all this damage .... my car?
58. It's very rude to point .... people's mistakes .... this way.
59. They were already .... of sight beyond the hill, so it was impossible to catch .... them.
60. You can rely .... me to stand .... you if you got .... trouble.
61. I met Ossama .... the party and he asked .... your health.
62. The men asked .... more pay and shorter hours.
63. He didn't ask me ...., he kept me standing at the door while he read your message.
64. He agreed to help, but backed .... when he found how difficult it was.
65. The storm being .... we went .... with our journey.
66. This experiment also bears .... my theory.
67. I forgot the tea-kettle .... the gas ring. When I returned I found that the water had all boiled .... and the kettle was red hot.
68. The milk boiled .... and made a horrible smell.
69. The firemen had to break .... the door to get .... the burning house.

70. He broke .... while telling me about his son's tragic death.
71. Thieves broke .... the house and stole the T.V.
72. Amina broke .... her engagement to Murad.
73. Detectives are looking .... a pair of thieves who broke .... of prison last night.
74. After a heated discussion, I was able to bring him .... to my point of view.
75. The mob burnt .... the embassy.
76. I called .... the bank and arranged .... a loan.
77. I must be ready .... eight as my fiancé is calling .... me at that hour to go to the party.
78. They had to call .... the retired manager because they couldn't find anyone to replace him.
79. He doesn't care .... films about the war.
80. I can't carry .... any longer: I must have help.
81. I started last in the race, but I soon caught .... with them.
81. Trade is so bad that many businesses had to close .... .
83. It didn't come .... although it was a most carefully laid out plane.
84. At first everything went smoothly, then all sorts of difficulties cropped .... .
85. You can't cut .... a tree nowadays without prior permission.
86. We were cut .... by the flood and had to rescued .... a boat.
87. It's too late to draw .... now, the preliminaries of the plan are under way.
88. Drop .... any time you like; we are always .... home.
89. As the enemy advanced, we had to fall .... .
90. I'm fed .... with your continuous complaining!
91. In the end I found .... what it was all about.
92. He's just getting .... a bad heart attack.
93. I tried to climb that mountain three times and failed, so, I gave .... the attempt.
94. The dog barked once then went .... the thief's neck.
95. He went .... the plans again and discovered two very serious mistakes.
96. No one knows what I went .... while I was waiting for the verdict.
97. This legend has been handed .... from generation to generation.
98. What is the best way to keep .... the rat population?
99. I'm looking .... to her arrival.
100. Much to our surprise, he pulled .... the deal.
101. Put the two cars side .... side.
102. A friend .... mine went with me .... the Pyramids .... Giza.
103. Help me out .... my coat.
104. .... reply .... your letter .... the 15th of December, we wish to state that we are .... need . ...a traveller ....the Alexandria district.
105. I can't use my office .... business now; It is .... repair.
106. The Nile never dries .... even .... the middle .... summer.
107. Orders .... the new car came .... with a rush.
108. There are houses .... both sides .... the street.
109. You don't need to pay .... the money you borrowed all .... once. The payments can be spread .... a number .... years.
110. Sir Francis Drake sailed .... the world .... the reign .... Queen Elisabeth I.

111. I didn't approve .... his actions and what he did was done .... my consent and .... my wishes.

112. You could see .... a glance that there was someone .... home; the house was all lit .... .

113. That is a book .... Russia and the Russian people.

114. He who isn't for us is .... us.

115. Come and stay .... us .... a few days and bring your family .... you.

116. Watch out .... the signpost, I don't want to miss the turning.

117. Whenever she runs .... a difficulty, she always runs .... her father for help.

118. I've had a busy day and I'm looking .... going to bed early.

119. I suppose you'll look .... me when I tell you that I prefer beans to caviar.

120. It took her a long time to grow .... the habit of biting her nails.

أسهل طريقة لتعلم اللغة الإنجليزية.
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اقرأ بالإنجليزية، ومالا تفهمه اقرأه بالعربية

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of THE APES
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الفصل الثامن

★★حروف العطف CONJUNCTIONS

هذه كلمات قصيرة تستعمل غالبا لوصل الكلمات أو الجمل .

و كلمة conjunction تتكون من المقطع "-con" بمعنى "معـا" و "junction-" بمعنى "توصيل أو وصل" و بذلك يكون معنى الكلمة "الوصل معا"، وهى نفس الكلمات تقريبا التى نطلق عليها فى العربية حروف العطف .

و يضم بعض النحاة جميع الكلمات التى تصل الكلمات و الجمل معا مثل حروف العطف و ضمائر الوصل وظروف الوصل تحت مسمى عام بأسم connectives أى كلمات الوصل .

و حروف العطف هذه قد تكون :

١- كلمات مفردة مثل: and, but, or, so, if, while, as, than, etc.

٢- كلمات ثنائية مثل: both....and, either.....or, neither....nor, so ..... that

٣- كلمات مركبة أو أشباه جمل phrases مثل :

as well as, nevertheless, in spite of, even though, etc.

★★أنواع حروف العطف Kinds of Conjunctions

تنقسم حروف العطف إلى نوعين :

★النوع الأول: حروف العطف التنسيقية Coordinating Conjunctions:

وهذه تصل الكلمات words، أو أشباه الجمل phrases، أو العبارات clauses، أو الجمل sentences ذات القيمة المتشابهة. ولذلك نجد أن هذه هى حروف العطف التى نستعملها لعمل الجمل المركبة compound sentences.

وهذا النوع ينقسم إلى خمسة أنواع :

١- تزاوجية copulative أو مجموعة "and" مثل:

and, and also, both .... and, as well as, not only .... but also, besides, furthermore, moreover, likewise, again, etc.

وحروف العطف هذه تعطف كلمات أو جمل ذات معنى متوقع ومنطقى:

e.g. He was rich **and** happy. (words)
He was rich **and** lived happily. (sentences)

٢- تزاوجية منفية negative copulative أو مجموعة "nor":

nor, neither .... nor

e.g. He didn't come, **nor** did he apologize.
He **neither** bought **nor** sold anything.

٣- تضادية adversative أو مجموعة "but" مثل:

but, still, yet, however, nevertheless, in spite of that, despite that, etc.

و حروف العطف هذه تعطف كلمات أو جمل ذات معنى متضاد أو غير متوقع أو غير منطقى :

e.g. He was rich **but** unhappy.
He was poor, **nevertheless** he was happy.

٤- اختيارية alternative أو مجموعة "or" مثل:

or, either....or, or else, otherwise, etc.

و حروف العطف هذه تعطف كلمتين أو جملتين للاختيار بينهما :

e.g. He bought a Toyota **or** a Mazda, I can't remember.
You can **either** stay, **or** you can leave.

وقد تستعمل هذه الحروف للتقريب approximation:

e.g. The nearest town is 20 **or** 30 miles away.

٥- استنتاجية Illative أو مجموعة "so" مثل:

so, thus, therefore, accordingly, hence, consequently, etc.

وحروف العطف هذه تبين التسلسل المنطقى للأحداث:

e.g. We were very tired **so** we slept.

ملحوظة:

كان النحويون سابقا يضيفون مجموعة التزاوجية المنفية إلى مجموعة الاختيارية. ويضيف بعض النحويون المحدثون مجموعة "so" لمجموعة حروف العطف للتبعية لبيان النتيجة result، وهو ما قد يكون أكثر منطقية.

Exercises

★I. Join the following sentences using a suitable co-ordinating conjunction and make any necessary changes:

1. The wind was cold. I felt warm.
2. It was raining. We decided to stay indoors.
3. Hurry up! You'll be late for school.
4. The weather was windy and rainy. It was cold.
5. He told the truth. No one believed him.
6. Can you fix the lamp? Is it too high?
7. She studied hard. She failed.
8. She studied hard. She succeeded.
9. She didn't study hard. She didn't succeed.
10. He is intelligent. He is hard-working.

★II. Rewrite the following sentences beginning with the words between brackets and make any necessary changes:

1. He neither cheated nor lied. (Neither ....)
2. He was not only kind, but he was also brave. (Not only ....)
3. He either went home or went to the club. (Either ....)
4. He neither sold his car nor used it. (Neither .....)

5. She not only cleans the house, but she also cooks dinner. (Not only....)

النوع الثانى: حروف العطف للتبعية subordinating conjunctions :

و هذا النوع لا يستعمل لعطف الكلمات و إنما لعطف العبارات و الجمل ذات القيمة غير المتساوية فتجعل عبارة أو جملة تابعة لعبارة أو جملة أخرى. وبذلك نجد أن هذه الحروف هى التى نستعملها فى عمل معظم الجمل المعقدة complex sentences .

وهذا النوع ينقسم إلى نوعين رئيسيين:

أ- النوع الأول يبدأ عبارة اسمية تابعة subordinate noun clause و هو نوعان:

١- that بمعنى "أن" وتأتى عادة فى أول العبارة الاسمية الإخبارية فى الكلام غير المباشر indirect statement أو بعد أفعال التفكير أو الاعتقاد، أو فى عبارة اسمية تعتبر تكرارًا لاسم noun in apposition:

e.g. She said ***that*** *she will be home by six* . (indirect statement)
I think ***that*** *you are foolish* . (after verbs of thinking)
The fact ***that*** *he is absent* is of no importance.
(noun in apposition)

٢- whether و if بمعنى "عما إذا" وتبدأ العبارة الاسمية الاستفهامية التابعة فى الكلام غير المباشر indirect question:

e.g. He asked ***if*** *I had been there before.*
He wanted to know ***whether*** *I was comfortable.*

ب- النوع الثانى من حروف عطف التبعية هو النوع الذى يبدأ عبارة ظرفية تابعة subordinate adverbial clause وهذا النوع ينقسم إلى ثلاثة عشر نوعًا هى حروف العطف البادئة للعبارات الظرفية الآتية:

١- الكيفية manner أو مجموعة "as" مثل:

As, as if; as though.

e.g. He did his duty ***as*** *a brave soldier should.* (do it).

٢- الزمنية of time أو مجموعة "when" مثل:

same time: when, while, whenever, as
earlier time: before, until, till
later time: after, since
just after: hardly....when, scarcely....when, , no sooner .... than, as soon as, once, whereupon, immediately, etc.,

e.g. I will be waiting for you ***when*** *you come.*

٣- المكانية of place أو المجموعة "where" مثل:

Where, whence = from where, wherever

e.g. I don't know ***where*** *he went.*

٤- السببية of cause or of reason أو مجموعة "because" مثل:

Because, since, as, for.

e.g. She didn't come to school today ***because** she was ill.*

٥- للنتيجة of result أو مجموعة "so....that" مثل:

so....that, such....that

e.g. He was **so** clever ***that** he can answer any question.*

٦- للغرض of purpose أو مجموعة "so that" مثل:

So that, in order that, so as to.

e.g. He worked hard ***so that** he might succeed.*

٧- للتناقض أو الإقرار of concession or contrast أو مجموعة "although" مثل:

Although, though, even though, even if, however, whatever, whereas, while, on the other hand.

e.g. He is unhappy ***although** he is rich.*

٨- الشرطية of condition أو مجموعة "if" مثل:

If, unless, otherwise, suppose, supposing that, provided (that), as long as, so long as, on condition that, seeing that, given that, etc.

e.g. You will succeed ***if** you study hard.*

٩- للدرجة of degree أو مجموعة "as....as" مثل:

As....as, so....as, etc.

e.g. I shall stay here ***as** long **as** he does.*

١٠- للمقارنة of comparison أو مجموعة "than" مثل:

Than, so....as, such....as, as .... as, not as....as, etc.

e.g. The play was funnier ***than** the one we saw last week.*

لاحظ : فى كثير من الأحيان يصعب التفرقة بين العبارات الظرفية للدرجة و المقارنة و لذلك يعتبرهم بعض النحاة نوعا واحدا.

★★★١١- الاستثناء of exception أو مجموعة "except that" مثل:

except that, but that

e.g. He succeeded in all subjects ***except that** he failed in Algebra.*

★★★١٢- التفضيل preference أو مجموعة "rather than" مثل:

rather than, sooner than

e.g. I would stay with him ***rather than** that I be alone.*

★★★١٣- التناسب proportion أو مجموعة "the .... the" مثل:

the (comparative) the (comparative), as .... so

e.g. **The** harder you study, ***the** better marks you will get.*

★★ملاحظات على استعمال حروف العطف:

١- حروف العطف التنسيقية coordinating هى التى تعطف الكلمات على بعضها. و هى تعطف كلمات متشابهة أى أسماء و ضمائر على أسماء و ضمائر، و صفات على صفات ، و

ظروف على ظروف الخ. وتستعمل كذلك فى عمل الجمل المركبة compound sentences (انظر فصل الجمل):

e.g. (noun + noun) *Ahmed* **and** *Shereef* went to school together.
(pronoun + pron.) *He* **and** *I* hope to succeed.
(pronoun + pron.) My father punished *him* **but not** *me*.
(adj. + adj.) He was *brave* **and** *strong*.
(superlative + super.) He was *the bravest* **and** *the strongest* among us.
(adv. + adv.) *Gently* **and** *gradually* he won her love.
(adv. + adv.) The child was *in* **and** *out* all day.
(prep. + prep.) Are you *for* **or** *against* it?
(verb + verb) He *laughed* **and** *cried* until we thought he was mad.

نلاحظ الآتى :

أ- الضمير فى حالة الفاعل nominative or subjective يعطف على ضمير فى نفس الحالة، وكذلك فى حالة المفعول به objective

[**He** and **I** (✓)] not [**He** and **me** ×](فاعلان)
[**him** but not **me** (✓)] not [**him** but not **I** (×)] (مفعولان)

ب- عندما يعطف فاعلان (اسمان أو ضميران أو اسم وضمير) باستعمال حروف العطف فإننا نستعمل فعل مفرد أو جمع حسب المعنى:

e.g. **Ahmed** and **Malek** *were* كانا(الاثنين) أحمد ومالك
Ahmed but not Malek *was* كان (أى أحمد وحده) أحمد و ليس مالك
Ahmed or **Malek** *knows* يعرف (أى واحد فقط) أحمد أو مالك

أما عندما يعطف فاعلان أحدهما جمع و الآخر مفرد فإن الفعل المستخدم يكون حسب المعنى أيضا:

e.g. The cat *but not the dogs* is eating القطة وليس الكلاب تأكل
The dogs *but not the cat* are eating الكلاب وليس القطة يأكلون
(الكلام بالخط المائل يمكن اعتباره جملة عرضية)

٢- استعمال حروف العطف المزدوجة

أ- فى حالة استخدام حروف العطف المزدوجة لوصل كلمات(فاعل):

Both...and (كلا...و...)

نستعمل معهما فعل جمع لان الفاعلان يضمان معا:

e.g. Both Mona and Maha were present.

Not only...but also (ليس فقط..بل أيضا...)

يستعمل فعل جمع أو مفرد حسب الفاعل الأقرب للفعل و كذلك الحال مع:

either ... or (إما ... أو ...)
neither ... nor (لا...ولا...)

e.g. Not only John but also **the twins** *were* present.
Not only the twins but also **John** *was* present.
Either the teacher or **the students** *are* to blame.
Either the students or **the teacher** *is* to blame.
Neither the president nor **his aids** *have* arrived yet.
Neither the president's aids nor **he** *has* arrived yet.

ولكن يفضل عادة جعل الفاعل الجمع أقرب للفعل كما فى الحالة الأولى فى كل مثل.

ب- يستعمل فعل مثبت أو منفى مع حروف الجر المزدوجة:

Both ... and, either ... or

أما

not only...but also, neither... nor

فيستعمل معهما أفعال مثبتة لأن النفى مبنى فى حروف العطف هذه

جـ- عند استعمال neither...nor فى أول الجملة المركبة compound sentences نستعمل أسلوب الاستفهام (عكس موضع الفعل المساعد مع الفاعل) بعد (neither) و بعد (nor) أما مع not only...but also فنعكس المواضع فقط بعد (not only)

e.g. **Neither** *did he come* **nor** *did he send* an apology.
Not only *was he absent* but he also refused to apologize.

لاحظ عدم استعمال أسلوب الاستفهام (العكس) عند استعمال هذه الحروف فى الجملة البسيطة لعطف أسماء، الخ.

e.g. Neither Ali nor Ahmed was present.

٣- لاحظ أن that بمعنى "أن" هى حرف عطف عندما تبدأ العبارة الاسمية التابعة بعد فعل، و بمعنى "حتى" عندما تبدأ عبارة ظرفية للغرض.

e.g. He said **that** *he would like to be present.*(noun clause)
I think **that** *he is innocent.*(noun clause)
He stopped smoking **that** *he might live longer.*
(adverb clause of purpose)

و لكن that بمعنى "الذى" تكون ضمير وصل relative pronoun عندما تأتى مباشرة بعد الاسم الذى تقوم بعمله لتبدأ عبارة وصفية تابعة:

e.g. The boy **that** *broke the window* is waiting.(adj. clause)
The man **that** *I met in the train* was a doctor.(adj. clause)

و تكون that صفة إشارة بمعنى "هذا، هذه" عندما يأتى بعدها اسم:

e.g. **That** *man* is foolish.(demonstrative adjective)

و تكون that ضمير إشارة بمعنى "هذا، هذه" عندما تحل محل اسم.

e.g. **That** is my book.(demonstrative pronoun)

٤- لاحظ أن حروف العطف للتبعية subordinating conj. تبدأ العبارة التابعة فى الجملة المعقدة complex sentences . و يمكن للعبارة التابعة *subordinate clause* أن تبدأ الجملة المعقدة أو أن تتبع العبارة الرئيسية main clause :

e.g. He went home ***because*** *he was tired.*
Because *he was tired*, he went home.
He went for a walk ***although*** *it was raining.*
Although *it was raining*, he went for a walk.

لاحظ استعمال فاصلة (,) comma بين الجملة التابعة و الجملة الرئيسية عندما تبدأ العبارة التابعة الجملة.

٥- يمكن الاستغناء عن بعض حروف العطف إذا كان المعنى مفهوما. و فى هذه الحالة نستعمل إشارات الترقيم punctuation مثل الفاصلة (,) comma أو الفاصلة المنقوطة semicolon (;) أو النقطتين (:) colon .

e.g. He can't sleep now **as** he has much work.
He can't sleep now; he has much work.

٦- بعض حروف العطف غير أصلية و تسمى half conjunctions لأنها تصل الجمل ببعضها منطقيا أكثر منها نحويا، و لذلك يوضع قبلها فاصلة منقوطة semicolon لبيان توقف مؤقت فى جريان الجملة:

e.g. The food smelled good; **furthermore** it was delicious.

بعض هذه الحروف هم:

Nevertheless, however, accordingly, furthermore, etc.

٧- but حرف عطف بمعنى "ولكن"، ولكنها تستعمل كحرف جر preposition بمعنى "ماعدا" except " وتستعمل كظرف بمعنى" فقط only ":

e.g. The woman was thin **but** strong. (conjunction).ولكن
All the boys went **but** him. (preposition)ما عدا
There were **but** three survivors.(adverb) فقط

٨- حروف العطف than و as كثيرا لا يتبقى من الجملة الثانية المعطوفة بواسطتهما إلا **الفاعل** فقط:

e.g. He is luckier **than** *I.* (am).
You are as foolish **as** *he.*(is).

و لذلك لا نقول مثلا إلا فى الكلام العامى:

He is luckier **than** *me.*

٩- lest بمعنى "حتى لا" تستعمل فى أول عبارة ظرفية للغرض و غالبا نستعمل بعدها should و لا نستعمل بعدها فعل منفى.

e.g. He stopped smoking **lest** he *should* die young.

١٠- so that و that و in order that بمعنى "حتى" يستعملون فى أول عبارة ظرفية للغرض وتستعمل بعدهم may أو might :

e.g. He dressed carefully **so that** he *might* attract attention.
She studies hard **that** she *may* succeed.

★★ كلمات الوصل Connectives

تحت هذا العنوان سوف نذكر أنواع أخرى من الكلمات التى تستخدم لوصل العبارات معا:

١- ضمائر الوصل Relative pronouns (أنظر ضمائر الوصل):

who, whom, whose, that, which, what

e.g. I met the man **who** wrote the scenario of the film.

٢- ظروف الوصل Relative adverbs (أنظر ضمائر الوصل وظروف الوصل):

why, when, where

e.g. I saw him **where** we met yesterday.

٣- كلمات الاستفهام Interrogatives (أنظر فصل الكلام المباشر وغير المباشر):

why, how, where, when, who, whom, etc.

عندما نبدأ عبارة اسمية تابعة فى الكلام غير المباشر لسؤال يبدأ بهذه الكلمات:

e.g. He said, "Where have you been?"
He asked **where** I had been.

Exercises

★★III. Complete with an appropriate co-ordinating or subordinating conjunctions:

1. He drinks .... tea .... coffee, but never the two at the same time.
2. Their actions were .... risky .... positively suicidal.
3. I'm going out for a minute .... two .... you can get supper ready.
4. .... I don't like him very much, I know that he is an honest man.
5. I don't agree with you, ... does my brother.
6. Those who are not studying hard should ..... change their ways ..... make room for those who will work.
7. They go to Rock an' Roll parties .... they enjoy them.
8. They go to Rock an' Roll parties .... they don't enjoy them.
9. Your answer is not right .... is mine.
10. Find out ..... they are going this evening .... ask if we may join them.
11. The car was quite old, ... it was in excellent condition.
12. Helen Keller could .... see, hear.... talk.
13. He stayed awake all night .... he should miss the train.
14. He stayed awake all night .... that he might not miss the train.

15. He stayed awake all night .... he didn't wish to miss his train.

★★★IV. Construct ten sentences; five containing co-ordinating conjunctions, and five containing subordinating conjunctions. (Use ten different conjunctions):

★★★V. Use "that" in a sentence as:

1. Conjunction beginning a noun clause.
2. Conjunction beginning an adverb clause of purpose.
3. Relative pronoun beginning an adjective clause.
4. Demonstrative pronoun.
5. Demonstrative adjective.

★★★VI. Use "But" in a sentence as:

1. Preposition.
2. Conjunction.
3. Adverb.

الفصل التاسع

★★ألفاظ التعجب INTERJECTIONS

هذه الألفاظ هى القسم الثامن والأخير الذى تقسم إليه ألفاظ اللغة الإنجليزية. وهذه الألفاظ ليس لها وظيفة نحوية أو قواعدية فى الجملة، فهى:

١- مجرد أصوات أو ألفاظ تعبر عن إحساس مفاجئ sudden feeling أو عاطفة قوية strong emotion، وهذا الإحساس قد يكون عجبًا أو حزنًا أو ألمًا أو دهشة أو ضيقًا أو اشمئزازًا الخ.

٢- وكذلك قد تكون ألفاظًا لاسترعاء الانتباه.

٣- وكذلك قد تكون ألفاظًا للمجاملات أو للدعاء.

وقد تكون ألفاظ التعجب مجرد أصوات أو قد تكون كلمات لها معنى أو شبه جملة أو جملة. ونلاحظ أننا نضع عادة علامة التعجب بعد هذه الألفاظ، أو فى نهاية الجملة، لبيان درجة إحساس المتكلم:

e.g. **Ah**! (satisfaction or recognition) للتعبير عن الرضا أو التعرف على شىء

Ah, there he is!

Hey! (calling for attention) لاسترعاء الانتباه

Hey! Just look at that.

Oh! (surprise, disappointment) للتعبير عن الدهشة أو خيبة الأمل

Oh, I thought you would be late.

Ooh! (pleasure) للتعبير عن السعادة

Ooh, how lovely!

Ow! (pain) للتعبير عن الألم

Ow, that hurts!

Ugh! (disgust) للتعبير عن الاشمئزاز

Ugh! How disgusting!

Alas! (dispair) للتعبير عن اليأس

Alas, everything is lost!

Oops! (mistake) للتعبير عن ادراك الخطأ

Oops, I did it again!

Hush! (calling for silence) (هس) للحث على الصمت

Hush! The baby is sleeping.

Well done!, **Bravo**! (encouragement) للتشجيع

Bravo! Keep it up.

At last! (realisation of expectation) عندما يتحقق توقع ما

At last, he succeeded.

Farewell! وداعًا

Good bye! وداعًا

God bless you! بارك الله

الألفاظ التالية تعبر عن الإعجاب بشيء حسن (something good) بدرجات شعور أقوى:

Great! → Wonderful!! → Fantastic!!! → Wow!!!

الألفاظ التالية تعبر عن الأسف أو الغضب لحدوث شيء سيء (something bad) بدرجات شعور أقوى:

Oh dear! → Damn!! → Blast!! → Oh hell!!!

(الألفاظ الثلاثة الأخير غير مهذبة ويفضل عدم استعمالها)

الألفاظ التالية تعبر عن الدهشة (surprise) بدرجات شعور اقوى:

Oh!, Well! → My goodness!! → Good heavens!!!,
My God!!!,
Good God!!!

Exercises

★1. Put each interjection, of the following, in front of the sentence with which it makes the best sense:

(God bless you!, Hm!, Hello!, Hurrah!, Hush!, Wow!, Oops!, Bravo!, Ugh!, Alas!, Sham!, Ouch!, At last!, Good-bye!, Damn!)

1. I haven't enough money to buy a new shoe.
2. I didn't expect to see you here.
3. You got "excellent" in the last exam.
4. We've won.
5. Everybody is still asleep.
6. What a beautiful woman!
7. What a sickening thought!
8. I made another mistake.
9. So you say you don't know any thing about him.
10. That was every generous of you.
11. That hurt.
12. To beat a little helpless girl.
13. We are home.
14. And let's see you again.
15. I can't get it right.

الفصل العاشر

★★★السوابق واللواحق والجذور
Prefixes, Suffixes and Roots

تكون الكلمات فى اللغة الإنجليزية إما:

١- بسيطة أو أصلية original : أى مكونة من حروف لا يمكن اختصارها مثل:

see, girl, for, and, in, cause, etc.

٢- منحوتة chiselled أى كونت بتغيير داخلى فى الكلمة مثل:

weigh → weight	advice → advise
mouse →mice	proud →pride, etc.

وهذه الطريقة فى تكوين الكلمات قليلة جدا فى اللغة الإنجليزية، ولو أنها هى الأساس فى اللغة العربية.

٣- ملصقة agglutinated : أى مكونة من التصاق أو تجمع عدة مقاطع ذات معان مختلفة لتعطى معنى جديدا. والجزء الذى يلصق بأول الكلمة يسمى السابقة prefix والجزء الذى يلتصق بآخر الكلمة يسمى لاحقة suffix ، أما الجزء الذى يكون أساس الكلمة فيسمى بالجذر root (أنظر بعده). وهذه الطريقة فى تكوين الكلمات واسعة الانتشار فى اللغة الإنجليزية، وتكاد تكون هى الطريقة الوحيدة فى تكوين الأسماء العلمية، ولكنها نادرة جدا فى اللغة العربية.

٤- مركبة compound : وهى الكلمات المكونة من كلمتين أو أكثر وقد يلتصقان ولكن غالبا نصلهما بواصلة "-" hyphen وهى مثل المُضاف والمُضاف إليه فى اللغة العربية، مثل:

Mother-in-law, headmaster, smallpox, milkman, postman, Frenchman, ash-tray, commander-in-chief, etc.

السوابق واللواحق والجذور

سبق لنا دراسة السوابق واللواحق التى تضاف إلى الكلمات لتكوين الأسماء والصفات والظروف والأفعال، وتلك التى تضاف للأسماء للتأنيث أو للتصغير، وكذلك تلك التى تضاف للصفات والأفعال لإعطاء عكس المعنى، الخ.

ومعظم السوابق واللواحق من أصل لاتينى Latin أى رومانى قديم، أو من أصل إغريقى Greek أى يونانى قديم، أو من أصل جرمانى Germanic أى ألمانى قديم. وليس لهذا أهمية كبيرة، ولكن الأهم هو معرفة المعنى الذى تضيفه هذه الأجزاء إلى معنى الكلمة. ونلاحظ أن السوابق تغير غالبا معنى الكلمة ولكنها لا تغير نوعها أو وظيفتها النحوية (اسم أو فعل الخ). أما اللواحق فتغير غالبا نوع الكلمة فتكون الاسم أو الفعل أو الصفة الخ. أما الجذور فهى أصل الكلمة وهى التى تعطى المعنى الأول الذى يتغير ويتعدل بإضافة السوابق واللواحق.

وفيما يلي بعض أشهر هذه المقاطع:

Prefixes السوابق

a (G.)	= on على	e.g.. aloft, astern, aboard
a, ab (L.)	= away from بعيد عن	e.g. avert, abuse, absent, awake
a, ana (Gk)	= up or without فوق أو بدون	e.g. analytical, anarchy
all, al (G.)	= alone وحيد	e.g. already, Almighty, all-powerful
afore, fore (G.)	= in front of مقدم، مسبق	e.g. aforementioned, foretell, forecast
after (G.)	= after بعد	e.g. afterwards, after-shave, afternoon
ad (L.)	= to إلى	e.g. admit, assimilate, affix, assure
ambi (L.)	= both ways للجهتين	e.g. ambiguous, ambidextrous
amphi (Gk.)	= on both sides, about على الجانبين	e.g. amphibian, amphitheatre
ante (L.)	= before قبل	e.g. anterior, antenatal, antediluvian
anti (Gk.)	= against ضد	e.g. antichrist, antiaircraft, antimatter
arch (Gk.)	= chief رئيس، زعيم	e.g. archangel, archduke, archenemy
be (G.)	= be (لتقوية معنى الكلمة) يكون	e.g. befriend, befall, become
bene (L.)	= well جيد، طيب، حسن	e.g. benefit, benevolent, benediction
bi, bis, bin (L.)	= two or twice إثنين، مرتين	e.g. bicycle, biped, bisect, binocular
by (G.)	= by بجوار	e.g. by-pass, by-play
circ or circum (L.)	= round or around دائري، حول	e.g. circuit, circumstances
cent (L.)	= hundred, hundredth ١٠٠/١ مائة،	e.g. century, centimetre, centipede
con, com, co (L.]	= with مع	e.g. co-operate, companion, compete
contra (L.)	= against ضد	e.g. contradict, contrast, contraband
de (L.)	= down, away from أسفل، بعيداً عن	e.g. descend, depopulate,
dis (L.)	= asunder, away ينفي، يبعد، عكس	e.g. disability, discontent, disown
dia (Gk.)	= through خلال	e.g. diagonal, diameter, diagram, diabetes
di (Gk.)	= twice مرتين	e.g. dioxide, dichotic
deca (Gk.)	- ten عشرة	e.g. decagon, decapod, decalogue
e, ex (L.)	= out of خارج، يخرج	e.g. eject, exit, extract, emanate
equi (L.)	= equal مساو	e.g. equivalent, equilateral, equidistant
extra (L.)	= outside or beside خارج، بجوار	e.g. extramarital, extraordinary
forth (G.)	= coming from آت من، قادم من	e.g. forthcoming, forthright
geo (Gk.)	= earth الأرض	e.g. geometry, geography, geopolitics
hemi (Gk.)	= half نصف	e.g. hemisphere, hemicycle, hemiplegia
hepta (Gk.)	= seven سبعة	e.g. heptagon, heptane, heptateuch
hexa (Gk.)	= six ستة	e.g. hexagon, hexapod, hexarchy
in (L.)	= not لا، ضد	e.g. inappropriate, illegal, ignore, impel
infra (L.)	= lower than أسفل، تحت	e.g. infrared, infrastructure, inferior
inter (L.)	= between بين	e.g. international, intercellular
Intra (L.)	= within بالداخل	e.g. intracardiac, intracellular
intro (L.)	= into إلى الداخل	e.g. introduce, introspection
kilo (Gk.)	= thousand ألف	e.g. kilogram, kilovolt, kilowatt
mal (L.)	= bad سيئ	e.g. malformed, malnutrition
mega, megalo (Gk.)	= great, million عظيم، مليون	e.g. megalopolis, megavolt, megabyte
mono or mon (Gk.)	= single وحيد، مفرد	e.g. monologue, monk, monolith

mid (G.)	= middle وسط	e.g. midnight, midsummer, midday
mis (G.)	= wrong خطأ	e.g. misfit, misspend, misjudge
multi (L.)	= many كثير	e.g. multi-purpose, multircial
nona (Gk.)	= nine تسعة	e.g. nonagram, nonagon, nonagenerian
ob (L.)	= in way of فى طريق	e.g. obviate, offend, offer
octo, octa (Gk.)	= eight ثمانية	e.g. octopus, octagonal, octave
omni (L.)	= all كل، شامل	e.g. omnipotent, pmnipresent
out, ut (G.)	= outstanding بارز، ملحوظ، خارج	e.g. outcry, utmost, outlaw
over (G.)	= excess زائد	e.g. overflow, overconfidence
per (L.)	= through خلال	e.g. perspective, percolate, pervade
peri (Gk.)	= around حول	e.g. perimeter, perinatal, periscope
pan (Gk.)	= all كل	e.g. pantheist, pantheon, pandemic
penta (Gk.)	= five خمسة	e.g. pentagon, pentavalent, pentagram
phil (L.)	= love يحب	e.g. philosophy, philanthropy
poly (Gk.)	= many كثير	e.g. polygon, polyglot, polygamy
post (L.)	= after بعد	e.g. postpone, post-date, posterior
pro (Gk.)	= before, fore, for قبل، الأول، عن	e.g. prologue, protozoon, pronoun
quadro (L.)	= fourfold أربع مرات	e.g. quadruped, quadruple
retro (L.)	= backwards للخلف	e.g. retrograde, retrospect, retrovirus
semi (L.)	= half نصف، شبه	e.g. semi-detached, semilunar, semicolon
sub (L.)	= under تحت	e.g. subconscious, submarine, subway
syn (Gk)	= with مع	e.g. synonym, synthetic, syllabus,
tetra (Gk.)	= four أربعة	e.g. tetrahedron, tetravalent, tetrad
tele (Gk.)	= far from بعيدا عن	e.g. telephone, television, telescope
trans (L.)	= across عبر	e.g. transport, transform, translate
tri (L.)	= three ثلاثة	e.g. trinity, trilogy, trivalent
twi (G.)	= two إثنين	e.g. twin, twist, twilight
un (G.)	= back, not إلى الوراء، غير، لا	e.g. untrue, unearth, untwist
under (G.)	= lacking ناقص	e.g. undertone, underfed, undercut
uni (L.)	= one واحد	e.g. unicorn, unicolour, uniform
with (G.)	= agaist ضد	e.g. withdraw, withstand

Suffixes اللواحق

ذكرنا فيما سبق اللواحق التى نستخدمها فى عمل أجزاء الكلام المختلفة، وفيما يلى بعض اللواحق الأخرى:

logy (Gk.)	= speech (science) حديث (علم)	e.g. biology, geology, physiology
phobe (L.)	= hate يكره	e.g. chromophobe, claustrophobia
osis (Gk.)	= action, process حدوث، حالة	e.g. tuberculosis, metamorphosis
gram (Gk.)	= small weight وزن صغير (جرام)	e.g. kilogram, milligram
graph (Gk.)	= drawn, written مكتوب، مرسوم	e.g. autograph, monograph
scope (Gk.)	= mark, aim علامة، هدف (المنظر)	e.g. microscope, telescope
cracy (Gk.)	= rule حكم	e.g. aristocracy, bureaucracy

Roots الجذور

فيما يلى بعض الجذور المشهورة:

audio (L.)	= hear يسمع	e.g. audible, audience, auditor
video (L.)	= see يرى	e.g. video, videophone, videotape
phono (L.)	= sound صوت	e.g. phonograph, telephone, symphony
aqua (L.)	= water ماء	e.g. aquarium, aquatic, aqua regia
morph (Gk.)	= form, shape شكل	e.g. morphology, metamorphosis
manus (L.)	= hand يد	e.g. manipulate, manuscript, manicure
navis (L.)	= ship سفينة	e.g. navy, navigation
veritas (L.)	= truth حقيقة	e.g. verify, verity
fortis (L.)	= strong قوى	e.g. fortitude, fort
liber (L.)	= free حر	e.g. liberty, liberate, liberal, libertine
dictare (L.)	= say يقول	e.g. diction, prediction, dictionary
pendes (L.)	= hang يعلق	e.g. pendulum, pendant
grav (Gk.)	= heavy ثقيل	e.g. gravity, multigravida
demo (Gk.)	= people شعب، الجمهور	e.g. epidemic, democracy

وغير هذا الكثير مما يحتاج إلى كتاب خاص.

★★★Exercises

I. Add a suitable suffix (of the following three:"ary, ory, ery") to the following roots:

1. mission 2. honour 3. diction 4. volunt 5. surg 6. hist 7. compuls 8. dispens 9. purgat 10. concliat

II. With which numbers do you associate the following words:

1. decade 2. centurion 3. pentagon 4. triangle 5. bicycle 6. tripod 7. monologue 8. dialogue 9. score 10. octopus 11. Dioxide 12. bichromate 13. tetrahedron 14. semilunar 15. hexagon 16. twin 17. gross 18. pair 19. hemiparesis 20. centipede.

III. Give a name to something that:

1. measures heat.
2. makes small objects appear large.
3. makes far objects appear near.
4. measures the air pressure.
5. moves under water and looks like a ship.
6. is an animal and has a single horn on his nose.
7. sometimes swings from a clock.
8. helps the officers of submarines to see above water.
9. makes the temperature of an electric apparatus stable.
10. has three legs.

IV. Give one word using each of the following prefixes:

.1. under 2. uni 3. cent 4. peri 5. mal 6. tele 7. tri 8. equi 9. geo 10. hemi 11. mega 12. phil 13. sub 14. trans 15. bene 16. fore 17. mid 18. poly 19. penta 20. extra.

V. Give one word using each of the following suffixes:

1. logy 2. phobe 3. scope 4. gram 5. osis 6. ate 7. ary 8. tion 9. meter 10. polis.

VI. give the meaning of each part of the following words (the meaning of each prefix, suffix and root):

1. anaemia 2. monocle 3. quadruped 4. decagon 5. bicycle 6. philosophy 7. semilunar 8. megalopolis 9. intracardiac 10. polygamy 11. geology 12. extramarital 13. ante-natal 14. anarchy 15. monologue

الفصل الحادى عشر

★الجملة وشبه الجملة والعبارة
Sentence, Phrase and Clause

سبق لنا دراسة مجموعات الكلام الثمانية التى تنقسم إليها كلمات اللغة الإنجليزية. وفى هذا الفصل سوف ندرس استعمال هذه الكلمات عندما تأتى مع بعضها البعض.

عندما تأتى الكلمات معا فقد لا يكون لها معنى وهذا ليس مجالنا (وقد يكون مجال الطب النفسى)، أو قد يكون لها معنى، وهنا نجد أن هذه المجموعة من الكلمات قد تكون:

١ - جملة Sentence:

وهى مجموعة من الكلمات لها معنى كامل، أى: جملة مفيدة، وبها **فعل محدود** ❋ **finite verb** (أى فعل له زمن tense). وتتميز الجملة بابتدائها بحرف كبير Capital وانتهائها بنقطة (.) full stop، أو علامة استفهام (?) question mark، أو علامة تعجب (!) exclamation mark:

e.g. He **sat**.
She **plays** golf.
Are they **dancing**?
Ah, they **have come**!

٢ - عبارة Clause:

وهى مجموعة من الكلمات لا تؤدى معنى كاملا وبها **فعل محدود** (أى أنها جملة ناقصة المعنى):

e.g. .... because he **was** tired.
When he **arrived** ....

٣ - شبه جملة Phrase:

وهى مجموعة من الكلمات ليس لها معنى كامل وليس بها فعل محدود:

e.g. .... in the corner ....
Reaching home, ... (لاحظ أن Reaching فعل غير محدود أى ليس له زمن)

❋ الفعل المحدود finite verb هو الفعل الذى يتحدد شكله بشكل الفاعل فى الإفراد والجمع، أو الشخص؛ وكذلك يختلف شكله باختلاف الزمن. وعلى ذلك فالفعل المحدود هو شكلى الحاضر والماضى البسيطين للأفعال، أما الأفعال المركبة فيوجد فى تركيبها الحاضر أو الماضى البسيطين لأحد الأفعال المساعدة. وباختصار **فالفعل المحدود هو الفعل الذى له زمن tense**. (انظر فصل الأفعال)

الفرق بين الجملة والعبارة وشبه الجملة

	معنى كامل complete sense	فعل محدود finite verb	
Sentence	✓	✓	**الجملة**
Clause	✗	✓	**العبارة**
Phrase	✗	✗	**شبه الجملة**

ونستخدم أشباه الجمل phrases والعبارات clauses لإضافة معلومات إلى جملة بسيطة.

انظر كيف أخذنا بعض العبارات وأشباه الجمل لعمل جملة طويلة:

Reaching home,	**he sat**	**in the corner**	**because he was tired.**
↓	↓	↓	↓
phrase	**main sentence**	**phrase**	**clause**

Exercises

★I. Give one example of:

1. a simple sentence.
2. a phrase.
3. a clause.

★II. What are the differences between a sentence, a phrase and a clause? (make a table):

★III. Which of the following are sentences, clauses or phrases?

1. open the window
2. whom we saw.
3. at the grocer's.
4. across the street.
5. that he came.
6. through the window
7. come here.
8. as I was waiting.
9. from my father
10. where are my books?
11. did you laugh?
12. sit down.
13. near the new secondary school.
14. before he met you.
15. if I see him.

★★★أشباه الجمل Phrases

تدخل حروف الجر prepositions عادة فى تركيب أشباه الجمل ونسميها فى هذه الحالة أشباه جمل مجرورة Prepositional phrases:

e.g. **in** the corner, **at** four o'clock, **with** a dirty face, **by** the window, **in** the blue dress, etc.

وكذلك قد يدخل فى تركيبها الأشكال غير المحدودة للفعل مثل اسم الفاعل present participle أو اسم المفعول past participle وفى هذه الحالة نسمى أشباه الجمل هذه Participle phrases:

e.g. *going* home, *being* depressed, *broken* hearted, etc.

عند استعمال أشباه الجمل phrases فى جملة ما، نجد أن شبه الجملة تقوم بعمل اسم noun أو صفة adjective أو ظرف adverb، ولذلك نجد عندنا ثلاثة أنواع من أشباه الجمل هى:

١- شبه الجملة الاسمية Noun phrase:

تحل محل اسم فى الجملة فتكون فاعلا subject أو مفعولا به object الخ، وتبدأ عادة بكلمة استفهام مثل: where, when, what، أو بمصدر يسبقه to، أو باسم محمل بكثير من الأوصاف:

e.g. **What to say** (= speech) was a problem. (subject)

To err (= erring) is human, **to forgive** (= forgiveness) (is) divine. (subject)

His lack of manners (= his rudeness) amazed us. (subject)

He didn't know **what to believe** (= the truth). (object)

He believed in **playing fair** (= justice). (object'to a preposition)

Exercises

★★IV. Write down the noun phrases in the following sentences and state their function (acting as a subject, an object or a complement):

1. Her complete recovery amazed us all.
2. Please, describe the contents of your missing wallet.
3. Please, forgive his lack of manners.
4. The hour of his death was approaching fast.
5. What to eat was a problem.
6. He explained the cause of his absence.
7. Her virulent dislike of him mystified us.
8. His manner of affecting his own escape was a cause of wonder to all of us.
9. He told us his reasons for staying away.
10. Many children accompanied by their fathers and mothers attended the party.

٢- شبه الجملة الوصفية Adjective phrase:

تقوم بوظيفة الصفة adjective أى تعطينا معلومات عن الاسم (وقد تكون هذه المعلومات أكثر تفصيلا من الصفة العادية بحيث لا نجد صفة تعطينا نفس المعلومات). وتبدأ أشباه الجمل الوصفية عادة بحرف جر preposition:

e.g. He likes a **secluded** seat. (adjective)
He likes a seat **in the corner**. (adjective phrase)
He married a **beautiful** girl. (adjective)
He married a girl **with an eye-catching face and figure**.
(adjective phrase)

وتتبع الجملة الوصفية دائمًا الاسم الذى تصفه وتكون لصيقة به.

٣- شبه الجملة الظرفية Adverb phrase:

تقوم أشباه الجمل الظرفية بتعديل معنى الفعل(أو الصفة، الخ)، أو يحدد مكان أو زمان وقوعه، أو يبين سبب أو الغرض أو شرط وقوعه الخ. وتبدأ أشباه الجمل الظرفية عادة بحروف الجر prepositions أو بحروف العطف المركبة compound conjunctions، أو بأسماء الفاعل والمفعول participles:

e.g. He smiled **wickedly**. (adv. of manner)
He smiled **in a wicked way**. (adv. phrase of manner)

e.g. He arrived **at four o'clock**. (adv. phrase of time)
She went **into the garden**. (adv. phrase of place)
Being ill, he was absent yesterday. (adv. of reason)
Going home, he ran into his friend. (adv. phrase of time)
He studied hard **in order to succeed**. (adv. phrase of purpose)
But for his illness, he would have succeeded.
(adv. phrase of condition)

وهنا نلاحظ أيضًا أن شبه الجملة الظرفية تعطينا معلومات أفضل من الظرف العادى.
وعند استعمال أكثر من شبه جملة ظرفية نستعمل الترتيب العادى للظروف:

e.g. He went **on foot** **to the station** **at four o'clock**.
↓ ↓ ↓
adverbs of: manner, place, time

Exercises

★★V. Write down the kind of phrases written in back and state their function:

1. The man **in the brown coat** is my friend.
2. **His serious illness** made us very unhappy.
3. She walked **in a graceful manner.**
4. He went **by bus.**
5. She worked hard **in order to finish early.**

6. I saw the boy **with the big hat.**
7. I left him **at nine o'clock.**
8. We were very angry at **his very bad manners.**
9. **Walking along the street,** he met his old school friend
10. He jumped **through the window.**

★★العبارات Clauses

مثل أشباه الجمل، نجد أن العبارات clauses تقوم بعمل اسم أو صفة أو ظرف، وبذلك نجد أيضًا ثلاثة انواع من العبارات:

١- العبارات الاسمية Noun clauses:

تقوم العبارة الاسمية بوظيفة الاسم، وبذلك قد تكون فاعلا subject، أو مفعولا به object، أو مجرورًا بحرف جر object to a preposition، أو تكرار للاسم noun in apposition، أو تكملة لفعل ناقص الإسناد complement:

وتبدأ العبارة الاسمية عادة بـ:

أ- كلمات الاستفهام question words (wh) مثل:

who, where, when, why, how, how long, etc.

ب - حروف العطف that بمعنى "أن"، و if و whether بمعنى "عما إذا" ، وأكثر ما نجد هذه العبارات الاسمية فى الكلام غير المباشر للجمل الإخبارية والاستفهامية، وكذلك بعد أفعال التفكير والاعتقاد.

e.g. ***Where*** **he lives** is unknown. (subject = his address)
She told us ***that*** **there are troubles in the occupied lands.**
(object = the news)
He spoke about ***how*** **he won the match**. (object to a prep.)
The news ***that*** **he was dead** proved to be untrue.
(noun in apposition)
This seems to be ***what*** **he meant.**
(complement to a verb of incomplete predication)

٢- العبارات الوصفية (النسبية) Adjective (relative) clauses:

تقوم هذه العبارات بوصف اسم أى تقوم بوظيفة الصفة، وتأتى مباشرة بعد الاسم (أو الضمير) الذى تصفه.

وتبدأ العبارة الوصفية بأحد ضمائر الوصل (الضمائر النسبية) Relative pronouns وهى:

who, whom, whose, which, that, what (= the thing that)

e.g. Maha read a book ***that*** **was interesting.** (describes "book")
= Maha read an *interesting* book.

The man ***who* was ill** fell down the stairs.(describes "man")
= The *sick* man fell down the stairs.

He sent his television, ***which* has broken up**, to the repair shop.

أنواع العبارات الوصفية أو النسبية Kinds of relative clauses:

هناك نوعان:

أ- **العبارات المُحدِدة defining clauses:** وهذه ضرورية لتحديد أو تعريف معنى الاسم الذى سبقها، وبغير وجودها يصبح المعنى ناقصًا.

ب- **العبارات غير المحددة non-defining clauses** وهى تعطينا معلومات إضافية عن الاسم، ولكنها غير ضرورية ويمكن الاستغناء عنها ولذلك تعامل معاملة الجملة الاعتراضية فتفصل عن باقى الجملة بفاصلة (,) comma قبلها وبعدها.

e.g. The student **who was absent yesterday** will be punished.

هذه عبارة وصفية مُحددة defining لأننا لا نستطيع أن نستغنى عنها ونقول فجأة:

The student will be punished.

لأننا سوف نتساءل على الفور:

What student?

e.g. Nabeel, **who was absent yesterday**, will be punished.

هذه عبارة غير محددة non-defining لأنه يمكننا الاستغناء عنها مادام الفاعل معروفًا:

Nabeel will be punished.

e.g. The professor **who teaches us chemistry** is a good teacher. (defining)

Professor Ali, **who teaches chemistry**, is a good teacher. (non-defining)

والآن قارن بين الجملتين التاليتين:

e.g. The boys, **who wanted to swim**, jumped into the water.

The boys **who wanted to swim** jumped into the water while the others played on the beach.

فالعبارة الوصفية فى الجملة الأولى عبارة غير محددة (ويمكن الاستغناء عنها لأنها جملة اعتراضية)، وبذلك يصبح معنى الجملة: أن جميع الأولاد قفزوا فى الماء، أما فى الجملة الثانية فهى عبارة محددة وتعنى أن بعض الأولاد فقط أرادوا السباحة وهم الذين قفزوا فى الماء.

ملاحظات على العبارات الوصفية:

١- يمكن حذف ضمير الوصل relative pronoun إذا كان فى حالة المفعول به ويبدأ عبارة وصفية مُحددة، وتسمى العبارة الوصفية فى تلك الحالة بالعبارة الملتصقة contact clause.

ولايمكن حذف ضمير الوصل من العبارات الوصفية غير المحددة:

e.g. The man ***whom* you saw yesterday** is a doctor.

→ The man **you saw yesterday** is a doctor. (contact clause)

(راجع فصل الضمائر Pronouns)

٢- عدا ضمائر الوصل relative pronouns يمكن أن تبدأ العبارة الوصفية بـ:

- أحد ظروف النسبة Relative adverbs وهى:

why (= for which), where (= in, at which), when (= in, at, on which)

e.g. The villa ***where* I spent my boyhood** is still standing.
I'll never forget the day ***when* we crossed the Suez Canal**.
The reason ***why* he committed suicide is not known**.

وهنا أيضًا يمكن حذف ظروف الوصل من العبارة الوصفية، ولكن فى حالة where لابد من استعمال حرف جر؛ وبذلك تصبح الجمل السابقة كما يلى:

→ The villa **I spent my boyhood *in*** is still standing.
I'll never forget **the day we crossed the Suez canal**.
The reason **he committed suicide** is unknown.

- كلمة but لوصف اسم (أو ضمير) منفى.

e.g. Not a single person ***but*** thought **he was right**.
= All persons thought ***that* he was right**.

- كلمة as بعد كلمات مثل: rather, same, such:

e.g. She wears the *same* kind of hat ***as* my mother used to wear**.

٣- لاحظ ضرورة أن تتبع العبارة الوصفية relative clause الاسم الموصوف the antecedent (قاعدة القرب) وإلا وجدنا تعبيرات غريبة جدًا:

e.g. He sent his son **who was ill** to the doctor.
He sent his son to the doctor **who was ill**.

ففى الجملة الثانية أصبح الطبيب هو المريض وليس الابن كما فى الجملة الأولى.

Execises

★★VI. Make each pair of the following sentences into one using a relative pronoun (or adverb):

1. I have lost my pen. I bought it yesterday.
2. I saw the man. He won the prize.
3. The bicycle was for my birthday. My uncle, Ali, sent it.
4. The oranges grew on our tree. You are eating them.
5. I saw the man. His dog had bitten me.
6. Nadia lives in a big house. It has a big garden.
7. The boy is a thief. The police arrested him.
8. I've got to entertain my brother in law. I can't stand him.
9. Lewis Carroll was really a mathematician. He wrote "Alice in Wonderland".
10. He went to oxford. He read the classics there.
11. I know the reason. He was angry because of that reason.
12. I remember the day. The house burnt down that day.
13. I ate a cake. It was filled with nuts.
14. She complained about her neighbour. His dog kept barking all night.
15. He left school. He was always punished there.

★★VII. Pick out the adjective clause in each of the following sentences and give the antecedent (the noun it qualifies):

1. This is the dress that my aunt gave me.
2. The cakes which I bought are on the table.
3. The thief who robbed the old lady was arrested.
4. A car that won't start is of no value to anybody.
5. The police gave the old man who has been robbed his stolen wallet.

★★VIII. Punctuate the following sentences to show which are defining and which are non-defining clauses:

1. Many people were injured in the capital of Zaire where 10.000 students took part in a demonstration.
2. The river that flows through Cairo is the Nile.
3. The Nile which flows through Cairo is the longest river in the world.
4. I went to see their home which I liked very much.
5. Dumas who was a famous French novelist wrote the "Three Musketeers".

★★★IX. Express differently by means of a relative clause.

1. The reason for his anger is not known.
2. This is a book on astronomy; there is none better.
3. We are living in profoundly disturbing times.
4. My brother is quite mad to want to be an actor, for he hasn't the least talent.
5. I ended up by making a speech, and I hadn't wanted to.

★★★X. Complete these sentences by inserting the correct introductory word to from a relative clause:

1. I remember the time .... you could fill up your car's gas tank for five pounds only.
2. After his wild speech, there was no one there .... thought him mad.
3. You may do .... ever you like, go .... ever you choose and with.... ever you please.
4. He had a natural thoughtfulness .... is rarely seen in one so young.
5. I've never heard such tall stories .... those he tells.

٣- العبارات الظرفية Adverb clauses:

تقوم هذه العبارات بعمل الظرف أو الحال adverb فتخبرنا كيف أو متى أو أين أو لماذا، الخ ... حدث فعل ما. وتبدأ هذه العبارات عادة بأحد حروف العطف للتبعية subordinating conjunctions مثل:

while, where, because, if, as, although, etc.

ويلاحظ أنه إذا بدأت العبارة الظرفية الجملة توضع فاصلة (,) comma بعدها تفصلها عن العبارة الرئيسية؛ أما إذا بدأت الجملة بالعبارة الرئيسية فلا يوضع فاصلة.

وتنقسم العبارات الظرفية إلى الأنواع التالية:

١- عبارات ظرفية زمنية Adverbs clauses of time:

وتبدأ هذه العبارات بأحد حروف العطف التالية:

when عندما, while بينما, as بينما, whenever كلما، فى أى وقت, as long as طالما, every time كلما

before قبل, until حتى, till حتى
after بعد, since منذ
hardly....when, scarcely....when, , no sooner .... than

وكلها بمعنى "لم يكد ... حتى"

as soon as فور, once لم يكد، فور, whereupon وحينذاك, immediately فوراً, the first time أول مرة, the last time آخر مرة, the next time المرة القادمة, etc.

e.g. He stopped work *when* **the clock struck eleven**.
***As* I was walking**, I ran into an old friend of mine.
***While* I was shaving**, the telephone rang.
***Before* he went out**, he had locked his safe.
***After* he had written the letter**, he posted it.
He waited outside the gate ***till* we arrived**.
I haven't seen him ***since* he got married**.
Hardly* had he arrived *when he started work.
No sooner* had he arrived *than he started work.

لاحظ:

١- استعمال ماض تام past perfect للفعل الأقدم حدوثاً فى الجمل الماضية التى بها before و after. والقاعدة التى يحفظها طلبة المدارس هى:

"Past Perfect before bfore and after after."

٢- نستعمل عادة أفعالا تامة perfect tenses فى العبارة الرئيسية عندما نستعمل since فى العبارة التابعة.

٣- نستعمل أسلوب العكس inversion (أى يسبق الفعل المساعد الفاعل كما يحدث فى الاستفهام) عندما تبدأ الجملة بنفى مثلما يحدث عندما نبدأ الجملة بـ:

no sooner, hardly, scarcely, etc.

٢- عبارات ظرفية مكانية Adverb clauses of place:

وتبدأ هذه العبارات بأحد حروف العطف التالية:

Where حيث, wherever حيثما, whence من أين

e.g. I found your pen *where* **you dropped it**.
Bad luck follows him ***wherever* he goes**.
I don't know ***whence* he came**.

٣- عبارات ظرفية للكيفية Adverb clauses of manner:

وتبدأ بأحد حروف العطف التالية:

As كما, as if كما لو, as though كما لو

e.g. Mona did her job ***as* it should be done**.
He laughed ***as if* (*as though*) he was mad**.

٤- عبارات ظرفية سببية Adverb clauses of cause (reason):

وتبدأ بأحد حروف العطف التالية:

because لأن، بسبب, since حيث أن, as لمَّا, for لأن, etc.

e.g. Mona hurried home *because* **she was hungry**.
As **she was late**, she walked quickly.
He walked carefully *since* **he was in pain**.
She was thirsty *for* **she had drunk nothing all morning**.

لاحظ أن for:

١- لا يفضل استعمالها فى أول الجملة.
٢- لا يمكن استعمالها فى الرد على سؤال بـ why.
٣- عند استعمال for كحرف عطف لا يمكن أن يسبقها but أو not أو حروف عطف أخرى وإلا أصبحت حرف جر.
٤- لابد أن يتبعها معلومة جديدة وليس تكرار لمعلومة قديمة.

٥- عبارات ظرفية للنتيجة Adverb clauses of result (consequence):

وتبدأ بأحد حروف العطف التالية:

So.... that لدرجة أن, such .... that لدرجة أن

e.g. He is *so* clever *that* **he can answer any question**.
He is *such* a naughty boy *that* **he is always in trouble**.

لاحظ:

١- يعتبر النحاة so و thus و therefore و hence و consequently نوعا من حروف العطف التى تستعمل لبيان التطور المنطقى للأحداث co-ordinating illative ولكن بعض النحاة المحدثين يضيف هذه المجموعة إلى مجموعة subordinating conj. of result.
٢- بعد so نستعمل صفة adjective أو حال adverb.
٣- بعد such نستعمل اسم noun وقد يسبق بصفة. ويسبق الاسم بـ a أو an إذا كان مفردًا.
٤- إذا كانت so أو such فى أول الجملة نعكس وضع الفاعل والفعل المساعد:

e.g. **So** angry *was he*, **that** he stuttered.
So prettily *did she dance*, **that** everyone admired her.
Such a naughty boy *was he*, **that** he was always in trouble.

٦- عبارات ظرفية للغرض Adverb clauses of purpose:

وتبدأ بأحد حروف العطف التالية:

That حتى, in order that حتى, so that حتى, lest حتى لا, for fear that خشية أن, etc.

e.g. He reads much *that* **he may gain knowledge**.
He ran fast *in order that* **he may catch the train**.
He locked the door *so that* **no thief might break in**.
She didn't sleep all night *for fear that* **she might miss her train**.

She stays quiet ***lest* she should be noticed by the teacher**.

لاحظ:

١- نستعمل may أو might دائما فى هذه العبارات حسب زمن الجملة، ماعدا lest.

٢- نستعمل should دائما مع lest مهما كان زمن الجملة.

٣- يجد بعض الطلبة صعوبة فى التفريق بين العبارة السببية of reason والعبارة الغرضية of purpose:

العبارة السببية سابقة زمنيا عن العبارة الرئيسية (سبب حدث فى الماضى)
العبارة الغرضية تالية زمنيا للعبارة الرئيسية (غرض مطلوب فى المستقبل)

٧- عبارات ظرفية للتناقض Adverb clauses of contrast:

وتبدأ بأحد حروف العطف التالية:

Although بالرغم من, though بالرغم من, even though بالرغم من, whatever مهما كان, however مهما كان, etc.

e.g. ***Although* he was clever**, he always failed.
He was happy **(*even*) *though* he was poor**.
***However* ugly he is**, girls love him.
***Whatever* ugliness he has**, girls love him.

لاحظ:

١- يأتى بعد whatever اسم أو ضمير.

٢- يأتى بعد however صفة أو ظرف.

٨- عبارات ظرفية للمقارنة Adverb clauses of comparison:

وتبدأ هذه العبارات بأحد حروف العطف التالية:

As .... as كـ .... كـ, not as .... as كـ .... ليس, than عن، عما, than that عن ذلك الذى, etc.

e.g. He is not ***as*** clever ***as* I**. (am)
The work is ***as*** easy ***as* you can make it**.
The work is ***not as*** easy ***as* you think**.
The work is easier ***than* you think**.
The work is easier ***than that* you did last week**.

لاحظ:

١- لاحظ اختصار الفعل فى العبارة الظرفية الأولى فلم يبق منها إلا الفاعل I.

٢- استعمال صفة أو ظرف بعد as أو not as.

٣- استعمال صيغة التفضيل comparative مع than.

٩- عبارات ظرفية للدرجة Adverb clauses of degree:

من الصعب التفريق بين هذه العبارات والعبارات الظرفية للمقارنة، ولذلك فكثير من اللغويين يعتبرونهما نوعًا واحدًا.

وتبدأ هذه العبارات بحروف العطف التالية:

As .... as كـ .... كـ, not as .... as ليست كـ .... كـ

e.g. You don't study *as* hard *as* **you should**.
You are ***not as*** foolish ***as*** **I thought**.

١٠- عبارات ظرفية للاستثناء Adverb clauses of exception:

وتبدأ هذه العبارات بحروف العطف التالية:

except that, but that فيما عدا أن

e.g. He welcomed his friends to the party ***except that*** **he gave them nothing to eat**.

١١- عبارات ظرفية للتفضيل Adverb clauses of preference:

وتبدأ بحروف العطف التالية:

rather than, sooner than أفضل من

e.g. I would walk on fire ***rather than*** **I stay with him**..
She would become a spinster ***sooner than*** **be his wife**.

لاحظ:

استعمال الزمن الاحتمالى أو غير الحقيقى subjunctive بعد sooner than و rather than.

١٢- عبارات ظرفية للتناسب Adverb clauses of proportion:

وتبدأ بحروف العطف التالية

the .... the .... كلما ... كلما, as .... so .... بقدر ما .... بقدر ما

e.g. ***The*** older you get, ***the*** **more responsibility you'll have to bear**.
As hard as you work ***so you will get paid***.

لاحظ:

استعمال صيغة المقارنة comparative بعد the .... the ....

Exercises

★★XI. Pick out the adverb clauses in the following sentences and say which type of adverb clause each is:

1. We shall come and visit you if we have a holiday.
2. When we arrived at the party, it had already started.
3. Use the camera as I showed you yesterday.
4. Although the ground was rather slippery, we played the match.
5. We couldn't go home because it was very late.
6. Everywhere I looked there was dirt and broken things.
7. Put the books immediately where they belong.
8. He told me the secret so that I should help him.
9. He was such a talkative man that everyone avoided him.

10. The thief stayed in hiding lest he should be caught.
11. Solving that problem was easier than I thought.
12. I received money yesterday so that I can now pay my debts.
13. Supposing that he asks you, will you go?
14. Unless you pay your debts today, I'll have the bank foreclose on you
15. Should you change your mind, call me.
16. Whatever dishonesty he was caught with, people always believed him.
17. He was fainting hence they supported him.
18. He was always dancing as if he were Fred Astaire.
19. He wore his best clothes since he wanted to impress his date.
20. I shall wait until you return safely.
21. I am going to write to him as soon as I have the time.
22. I hid the magazine under the carpet so that he might not see it.
23. I hid the magazine so well that he couldn't find it.
24. I hid the magazine as I didn't want him to see it.
25. Had I had your abilities I would have been prime minister years ago.

★★XII. Complete the following sentences by putting conjunctions in the vacant places, then say what kind of adverb clause was used in the sentence:

1. The violinist waited for absolute silence .... he began to play.
2. Those stamps must be found soon ... they are.
3. It's not .... cold .... it was yesterday.
4. You can take it with you .... it is better to leave it just in case.
5. He hid from me the school report .... I should see it.
6. I'll be good to you .... you are kind to me.
7. You can count on him to do the job exactly .... you want it done.
8. It's .... broad .... it is long.
9. He refused to have dogs or cats in the house .... he was allergic to them.
10. ..... had he finished .... he searched for something else to do.

١٣- عبارات ظرفية للشرط Adverb clauses of condition:

وتسمى عادة بـ If clauses

وتبدأ بحروف العطف التالية:

If إن، إذا، لو، عندما , unless = if not إذا لم, on condition that بشرط, otherwise إذا لم, suppose افترض, provided بفرض, provided that بفرض أن, etc.

ولما كان هذا الموضوع على جانب كبير من الأهمية، ولا يكاد يخلو منه امتحان على جميع المستويات، فسوف نشرحه تفصيليًا فى الصفحات القليلة القادمة:

★الجمل الشرطية والعبارات الشرطية
Conditional sentences and If clauses

تتكون الجملة الشرطية من عبارتين: الأولى هى الشرط if clause، والثانية هى جواب الشرط أو العبارة الرئيسية main clause وتبين لنا ماذا يحدث إذا تحقق الشرط.

وتبدأ العبارة الشرطية بحروف العطف أو الكلمات التالية:

If إن، لو، إذا, unless إذا لم, suppose افترض, supposing that بافتراض أن, provided بافتراض, provided that بافتراض أن, as long as طالما, on condition that بشرط أن, etc.

وهناك أربعة درجات رئيسية من الجمل الشرطية، هى:

١- الدرجة الأولى First degree:

وتعبر عن المُمكن possible وتشير إلى المستقبل بمعنى أن الشرط وجوابه لم يحدثا بعد، ولذلك فمن الممكن جدًّا أن يتحققا. ويمكن التعبير عن ذلك بالشكل التالى:

☺☞☞ If ____________ , ____________

e.g. If you **study** , you *will succeed.*

If you **meet** him , tell him to return.

وفى هذه الدرجة نجد أن زمن فعل عبارة الشرط هو المضارع البسيط **present simple**، وأن زمن فعل العبارة الرئيسية (جواب الشرط) هو المستقبل البسيط *future simple* أو الأمر imperative.

٢- الدرجة الثانية Second degree:

وتعبر عن غير المُحتمل improbable وتشير إلى الحاضر والمستقبل بمعنى أن الشرط قد تحقق (غالبا) أما جوابه فمن غير المحتمل أن يتحقق. ويمكن التعبير عن ذلك بالشكل التالى:

If ____________ ☜😐☞ ____________

e.g. If you **studied** , you *would succeed.*

Unless he **studied** , he *would fail.*

وفى هذه الدرجة نجد أن زمن فعل الشرط هو ماض بسيط **past simple**، وأن زمن فعل الجملة الرئيسية هو المضارع الشرطى *present conditional* والذى يتكون من *would* + *infinitive*.

٣- الدرجة الثالثة Third degree:

وتعبر عن المُستحيل impossible وتشير إلى الماضى بمعنى أن الشرط وجوابه لم يتحققا. ويمكن التعبير عن ذلك بالشكل التالى:

If ____________ , ____________ ☜☜☹

e.g. If you **had studied** , you *would have succeeded.*
Unless he **had studied**, he *wouldn't have succeeded.*

وفى هذه الدرجة نجد أن زمن فعل الشرط هو ماض تام **past perfect**، وأن زمن فعل الجملة الرئيسية هو الزمن الشرطى التام *perfect conditional* والذى يتكون من:

would + have + past participle

★★ ٤- الدرجة صفر **Zero degree**:

وتعبر هذه الدرجة عن الدوام always وتشير إلى حقائق دائمة بمعنى أنه كلما حدث الشرط تحقق جوابه. وتستعمل هذه الدرجة عند الحديث عن الحقائق facts أو التعليمات instructions. ويمكن التعبير عن هذه الدرجة بالشكل التالى:

If ____________ ✓, ____________ ✓

e.g. If you **heat** a metal , it **expands**.
If you **press** the button, the machine **works**.

وفى هذه الدرجة نجد أن زمن فعل الشرط وجوابه يكونان فى المضارع البسيط **present simple**. وقد نستعمل فعلين فى الماضى البسيط past simple للإشارة إلى العادة فى الماضى:

e.g. If he **met** his mother, he **kissed** her hands.
If she **saw** a little baby, she **fondled** it.

★★ملاحظات هامة على الجمل الشرطية:

١- الشرط الخفى **Hidden conditional**:

يمكن الاستغناء عن كلمة If أو ما يحل محلها كالآتى:

e.g. **Had** *I* **been** there, I would have stopped all that nonsense.
Were *he* intelligent, he would need no explanation.
Should *he* **arrive** early, tell him to wait for me.

فى الأمثلة الثلاث السابقة لم نستعمل أحد كلمات الشرط المعروفة، وبدأنا الجملة بأحد الأفعال: had, were, should. وهى جمل شرطية وتطبق عليها نفس القواعد مع ملاحظة عكس مكان الفاعل والفعل المساعد لأننا بدأنا الجملة بالفعل.

٢- يمكن - فى بعض الأحيان- استعمال أزمان الشرط من الدرجة الثانية إذا كان الشرط وجوابه لم يتحققا بعد (أى مثل الدرجة الأولى) لإظهار الشك الشديد فى تحقق الشرط وجوابه، أو للافتراض الخيالى:

☺☞☞ If ____________ , ____________

e.g. If you **won** the first prize, what would you do?
If you **returned** the money, you *might not be imprisoned.*

٣- فى الإنجليزية الرسمية formal English والتى تستعمل فى الكتابة نستعمل فى العبارة الشرطية الزمن الاحتمالى أو غير الحقيقى **subjunctive**، والذى يتكون كالآتى:

- فى المضارع من المصدر بدون to ولا يوجد به شكل (-s) الذى نستعمله فى المضارع العادى مع الشخص الثالث أو الغائب المفرد:

e.g. If I **be** here, I'll tell him that you called. (not am)
Unless he **leave** early, I'll tell him to call. (not leaves)

ويكون النفى بوضع not بعد الفعل:

e.g. If I **be not** here, tell him to call.
If he **leave not** early, I'll tell him to call.

ونلاحظ أن الإنجليز المحدثين يفضلون فى هذه الحالة أستخدام should + infinitive بدلا من المضارع غير الحقيقى subjunctive:

e.g. If I **should be** here, I'll tell him that you called.
If he **should leave** early, tell him to call.

- فى الماضى مثل الماضى العادى ماعدا فعل be to والذى نستخدم فيه were مع جميع الأشخاص:

e.g. If he **were** present, I would give him your regards.

- فى الماضى التام مثل الماضى التام العادى.

٤- يمكن استعمال الأفعال المُقيدة فى العبارة الشرطية وفى جواب الشرط:

e.g. If you **must** see him, go ahead.
If he were here, I **could** show you that he is a liar.

٥- بالإضافة إلى ما سبق، يمكن استعمال الأزمان التالية فى العبارات الشرطية:

الدرجة الأولى: المستقبل وباقى أزمان المضارع:

future simple:	If he **won't tell** the truth, I'll punish him.
present continuous:	If he **is studying**, don't disturb him.
present perfect:	If he **has done** his homework, he'll go with us.
present perf. cont.	If he **has been studying**, he'll succeed.

الدرجة الثانية: الماضى المستمر:

past continuous:	If he **was working**, he would be tired.

الدرجة الثالثة: الماضى التام المستمر:

past perf, cont.	If he **had been playing**, he would have failed.

وفى الجدول التالى ملخص لما سبق:

⇩

العبارة الشرطية **If clause**	جواب الشرط **Main clause**	**Degree الدرجة**
present simple present subjunctive future simple present continuous present perfect modals	**future simple** **imperative** modals (can, may, etc.)	لأولى: للممكن possible if = إن ☺ If ——— , ———
past simple past subjunctive past continuous modals	**would + infinitive** modals (could, might, etc.) modals + be + pres. part.	الثانية: لغير المحتمل improbable if = إذا If ——— , 😐 ———
past perfect past perf. cont.	**would + have + past. part.** modals + have + past part.	الثالثة: للمستحيل impossible if = لو If ——— , ——— ☹
present simple	**present simple**	الدرجة صفر: للديمومة always if = عندما If ———✓, ———✓ للحقائق و التعليمات
past simple	*past simple*	للعادة فى الماضى

٦- عبارة **in case** و عبارة **in the event that** تعطى السبب لما يحدث فى الجملة الرئيسية وليست شرطًا، ومع هذا فالجملة تتبع عادة القواعد العامة للجملة الشرطية:

e.g. I*'ll come* tomorrow **in case** you *need* me.

أى سوف أحضر سواء احتجتنى أم لا وليس إن احتجتنى فقط.

I'll *take* an umbrella **in case** it *rains*. أى سآخذها سواء أمطرت أم لا

٧- توضع العبارة الشرطية عادة فى أول الجملة ونفصلها بفاصلة عن باقى الجملة، ولكن يمكن أن تتبع العبارة الرئيسية بدون فاصلة، ويمكن - فى قليل جدا من الحالات - أن تتوسط العبارة الرئيسية بين فاصلتين:

e.g. **If you like**, you can borrow my car.
You can borrow my car **if you like**.
You can, **if you like**, borrow my car.

٨- استعمالات خاصة لـ If:

أ- If you will للطلب بأدب:

e.g. **If you will** wait, I'll see if Mr. Moustafa is free.

ب- If you will. قد تعنى أيضا الإصرار العنيد obstinate insistence:

e.g. **If you will** sing all night, no wonder the neighbours complain.

جـ- If you would. للطلب بطريقة أكثر أدبا:

e.g. **I you would** make the arrangements, I would be very grateful.

ء- If you would like (care) للاستعمال بدلا من If you want (wish) وتكون أكثر أدبا:

e.g. **I you would like** to join, I'll put in your name.

هـ- If + should لبيان احتمال ضعيف جدا:

e.g. **If he should** change his mind, please inform me.

و- If only : مع مضارع بسيط أو مستقبل بسيط تعنى الأمل hope:

e.g. **If only** he *comes* in time!

ومع ماض بسيط أو ماض تام تعنى الأسف regret:

e.g. **If only** he *came* before his father's death!

ويلاحظ عند استعمال if only أنه يمكن استعمال العبارة الشرطية فقط بدون جوابها المفهوم ضمنا.

ز- If I were: تستخدم للافتراض الخيالى، و If I were لتقديم نصيحة:

e.g. **If I were** a fish, I could explore the oceans.
If I were you, I would start anew.

ح- If .... then .... : يمكن استعمال then قبل الجملة الرئيسية لتأكيدها، أو للاستنتاج المنطقى بمعنى "إذا (بما أن) .... إذن ...." وفى هذه الحالة تكون أزمان الجملة الشرطية والجملة الرئيسية فى أى زمن يعطى المعنى المطلوب::

e.g. **If** your theory *is* right, **then** everybody else *was* wrong.
If he *was born* in 1940, **then** *he's* older than Ali.
If he *is going to die*, **then** why *wasn't* I *informed*?

ط- Even if: للتعبير عن شرط غير متوقع حدوثه بمعنى "حتى لو":

e.g. **Even if** you gave me a million pounds, I wouldn't sell my house.

ى- If فى أول العبارة الاسمية فى الكلام غير المباشر ليست شرطية وتعنى "عَمَّا إذا":

e.g. He asked **if** she had done her homework.

Exercises

★★XIII. Complete the following sentences with the correct tense of the verb between brackets:

1. If I see him, I (give) him a lift.
2. If he is delayed, we (go) without him.
3. Unless you work very hard, you (not be) successful.

4. If I had a typewriter, I (type) it myself.
5. If I (win) a big prize in the coming lottery, I'd give up my job.
6. If everyone gave 1 pound. we (have) enough.
7. I'd climb over the wall if there (not be) so much broken glass on top.
8. Should you require anything else, please (ring) the bell for the attendant.
9. If he had slipped, he (fall) 500 meters.
10. If I (try) again, I think I would have succeeded.
11. Rome (be captured) by her enemies if the geese hadn't cackled a warning to the troops.
12. If the moon (move) between earth and the sun we (get) a solar eclipse.
13. If he is studying. I(leave) him alone.
14. If you pass your examination, we (have) a celebration.
15. I could repair the roof if I (have) a long ladder.
16. If she were in, she (answer) the phone.
17. If you (wear) a false bread, nobody would have recognised you.
18. I (not buy) anything on the instalment system if I were you.
19. Unless they turn that radio off. I (go) mad.
20. If you saw an elephant sleeping in your bed, what you (do)?
21. If you went to Buckingham Palace you (see) the change of the guards.
22. Were he sane, he (not go) to that quack.
23. Provided he (keep) our cups full we'll be satisfied.
24. We agreed to lend him the money on condition that he (give) it back when he gets it.
25. I brought some extra cash in case some more money (be needed).

★★XIV. Put the verbs in brackets in the correct tense:

1. If he doesn't take his gloves off, he (not get) frost bitten.
2. If he didn't take his gloves off, he (not get) frost bitten.
3. If he hadn't taken his gloves off. he (not get) frost bitten.
4. If you had been there, what you (do)?
5. It's a pity! If he had patented his invention, he (make) a lot of money.
6. Provided you remember the pass-word, you (be) in no danger.
7. Unless we get a lift we (not be) in time.
8. Open the windows If you (want) fresh air.
9. If he'll forgive me, I (do) my best not to offend him again.
10. If he's sleeping, (not disturb) him.
11. If he is going to be late, I (not wait) for him.
12. If I had seen the red signal, I (stop).
13. If I knew your number, I (ring) you.
14. If we had time, I (visit) the museum.
15. Had you washed it in cold water, It (not shrink).

★★XV. Express the following as conditions without using "if" and add a main clause:

1. If my friends were only here ....
2. If I had been warned........
3. If he should change his mind.....
4. If I were not for the expense involved....... 5. If I had the money.........

Practical applications تطبيقات عملية★★

فى بعض الأحيان يطلب من الطالب إعادة كتابة جملة ما، أو التعبير عنها باستعمال أسلوب شرطى، مثل:

Rewrite the following sentence using “if”:

وغالبا ما يخطئ الطالب لأنه يستعمل نفس الأزمان الموجودة فى الجملة الأصلية، ولا يراعى القواعد التى تحكم أزمان الأفعال فى الجملة الشرطية. ففى الجملة الشرطية تعتمد أزمان الأفعال على موقع المتحدث الزمنى بالنسبة للشرط (if clause) وجوابه (main clause):

١- إذا كان الشرط وجوابه لم يحدثا بعد فالجملة من الدرجة الأولى.

☺☞☞ If ________ , ________

e.g. I *'ll let* you borrow my book but you **must promise** to return it.

→ If you **promise** to return my book, I *'ll let* you borrow it.

لاحظ أننا استغنينا عن must لأن فعلها أصبح شرطا أى صار ضروريا.

٢- إذا كان الشرط قد حدث أو فات وقته ولكن جوابه لم يحدث بعد فالجملة من الدرجة الثانية:

If ________ ☜☺☞ ________

e.g. He *will* probably *succeed* as he **answered** all the questions.

→ If he **answered** all the questions, he *would succeed.*

لاحظ أننا استغنينا عن كلمة probably لأن الاحتمال مبنى فى الشرط من النوع الثانى. وكذلك تغير الزمن من will succeed إلى would succeed ليتماشى مع قواعد الجمل الشرطية.

٣- أما إذا كان الشرط وجوابه قد فات وقتهما، أى أصبح مستحيلا، ففى هذه الحالة تكون الجملة الشرطية من النوع الثالث:

If ________ , ________ ☜☜☹

e.g. He *had* an accident because he **was** drunk.

→ If he **had not been** drunk, he *would not have had* an accident.

فبالرغم من أن فعلى الجملة الأصلية كانا فى الماضى البسيط، إلا أننا حولنا زمنهما إلى ما يتماشى مع قواعد الجملة الشرطية من النوع الثالث. ولاحظ أيضا استعمال النفى لنقل المعنى المطلوب.

٤- أما إذا كان فعلى الجملة ينمان عن حقيقة أو تعليمات ففى هذه الحالة نستعمل الجملة الشرطية من النوع صفر:

If ________ ✓, ________ ✓

e.g. When you **heated** a piece of ice, it *turned* into water.

→ If you **heat** a piece of ice, it *turns* into water.

Exercises

★★★XVI. Rewrite these sentences using an((if)) construction (make the necessary changes):

1. I didn't see the signal, so I didn't stop.
2. The astronauts didn't walk very far on the moon because they were hampered by thick dust.
3. She didn't know you were in hospital, so she didn't visit you.
4. He wasn't looking where he was going. That's why he was run over.
5. It was raining. That's the only reason I didn't take the children to the beach.
6. He doesn't work overtime, so he doesn't earn as much as I do.
7. I haven't a map, so I can't direct you.
8. They speak French to her, not English, So her English doesn't improve.
9. We didn't go by air only because we hadn't enough money.
10. They weren't wearing life-jackets; perhaps that's why they drowned.

★★★ العبارة عديمة الفعل Verbless Clause

فى الحقيقة هذه أشباه جمل phrases ليس بها فعل، ولكن بعض النحاة المغرمين بالمصطلحات الجديدة يعتبرها عبارات clauses بالرغم من التناقض الظاهرى مع تعريف العبارة، لأن الفعل مُضمر فى تركيبها، ولأنها قد تحتوى على عناصر تابعة للفعل كالفاعل subject أو المفعول به object أو التكملة complement أو جزء ظرفى adverbial يبين زمن أو مكان أو كيفية وقوع الفعل:

e.g. 1. How about a cinema? (suggestion)
= Why don't we go to a cinema?
2. What about a cup of tea? (suggestion)
= Why don't we have a cup of tea?
3. Everybody out! (command) = Everybody, go out!
4. Off with your coats! (command) = Take off your coats!
5. Sorry about the mistake. (apology)
= I'm sorry about the mistake.
6. Another piece of cake? (offer)
= Will you have another piece of cake?
7. ("They fired him.") "A good thing, too." (reply)
= "It's a good thing, too."
8. Why all the commotion? (question)
= Why is there such a commotion?
9. What a beautiful child! (exclammation)
= He is a very beautiful child.

وكثير من هذه العبارات عديمة الفعل نستعملها فى الكتابات الرسمية formal writing كعبارات تابعة subordinate clauses مثل:

e.g. If in doubt, Whenevr possible, Once inside the building, Going home, Tired and hungry, Standing there, With a heavy heart, etc.

الفصل الثانى عشر

The Sentence الجملة★★

الجملة هى مجموعة من الكلمات تعطى معنى مفيدا (كاملا) وتحتوى على فعل محدود finite verb (أو أكثر). وتتميز الجملة المكتوبة بأنها تبدأ بحرف كبير capital وبأنها تنتهى بنقطة أو بعلامة استفهام أو بعلامة تعجب.

ومن ناحية التركيب، هناك أربعة أنواع من الجمل:

أولا: الجملة البسيطة Simple sentence:

وتحتوى على **فعل محدود واحد finite verb** فقط مهما كان طولها:

e.g. **Come**. أى: تعال (والفاعل معروف ضمنيا "أنت" "you")
Waiter! أى أيها النادل (والفعل مفهوم ضمنيا "تعال "**come**")
Go home.
The boy **played** soccer.
Why **did** you *come* late?
They **didn't** *believe* you.
Going home, he **stopped** by the grocery shop to *buy* some tea and rice.

أشكال الأفعال المكتوبة بالخط المائل غير محدودة *non finite*.

ثانيا: الجملة المركبة Compound sentence:

ويتكون هذا النوع من الجمل من جملتين بسيطتين (أو أكثر) ذات قيم متساوية ويضمها معًا حروف العطف التنسيقية *Coordinating conjunctions*:

e.g. The man **woke** up. He **took** a bath. (جملتين بسيطتين)
→ The man **woke** up *and* **took** a bath. (جملة مركبة)
George **studied** well *but* he **didn't succeed**.
You **can go** to the cinema *or* you **can stay** home.
She **was** very beautiful. She **had** many admirers. She **married** none of them. (ثلاث جمل بسيطة)
→ She **was** very beautiful *and* she **had** many admirers *but* she **married** none of them. (جملة مركبة)

ويمكن الرمز للجملة المركبة السابقة كالآتى:

———————— and ———————— but ————————

وتنقسم الجملة المركبة إلى الخمسة أنواع التالية حسب نوع حروف العطف المستعملة:

١- تزاوجية Copulative:

وهى التى تعطف على بعضها بحروف عطف من فصيلة "and" وهى:

and, and also, both .... and, as well as, not only .... but also, besides, furthermore, moreover, likewise, again, etc.

وحروف العطف هذه تصل جمل بسيطة بينها علاقة وثيقة:

e.g. He **went** out *and* **searched** for his lost dog.
She **cooked** the food, *furthermore* she **served** dinner.

٢- تزاوجية منفية Negative copulative:

وهى التى تعطف على بعضها بحروف عطف من فصيلة "nor":

nor, neither .... nor

وهذه الحروف تصل جملتين بسيطتين منفيتين بينهما علاقة وثيقة.

e.g. He **didn't come**, *nor* **did** he **apologise**.
He *neither* **bought** *nor* **sold** anything.

ويلاحظ فى حالة بدء الجملة بالنفى ضرورة عكس مكان الفاعل والفعل المساعد:

e.g. *Neither* **did he buy** *nor* **did he sell** anything.

٣- تضادية Adversative:

وهى التى تعطف بحروف عطف من فصيلة "but" مثل:

but, still, yet, however, nevertheless, in spite of that, despite that, etc.

و حروف العطف هذه تعطف جمل ذات معنى متضاد أو غير متوقع أو غير منطقى :

e.g. He **worked** hard *yet* he **was fired**.
He **was** innocent, *nevertheless* he **was hanged**.

٤- اختيارية Alternative:

وهى التى تعطف بحروف عطف من فصيلة "or" مثل:

or, either....or, or else, otherwise, etc.

و حروف العطف هذه تصل جملتين بسيطتين لتوضيح البدائل أو الاختيارات:

e.g. He **must eat** salt in hot weather *or* he**'ll suffer** sun stroke.
You **can** *either* **stay**, *or* you **can leave**.

٥- استنتاجية منطقية Illative:

وهى التى تعطف بحروف العطف من فصيلة "so" مثل:

So, thus, therefore, accordingly, hence, consequently, etc.

وهذه الحروف تصل بين جملتين لبيان التطور لمنطقى للأحداث الذى يمكن توقعه أو استنتاجه من الحدث الأول:

e.g. He **didn't do** his homework; *so* he **was punished**.
She **was robbed** once, *hence* she always **locks** everything.
He **was tired**, *consequently* his answers **were** wrong.

ملاحظات عامة على الجمل المركبة (المعطوفة):

١- إذا كان الفاعل واحدا فى الجملتين البسيطتين يمكن حذفه من الجملة الثانية بعد إضافة حرف العطف:

e.g. **He** ate his breakfast. **He** went to work.
He ate his breakfast *and* went to work.

٢- وكذلك إذا كان الفعل المساعد واحدا فى الجملتين يمكن حذفه من الجملة الثانية:

e.g. He **will** go home. He **will** sleep.
He **will** go home *and* sleep.

٣- إذا ابتدأت الجملة المركبة بحرف عطف منفى يتم عكس مكان الفاعل والفعل المساعد كما نفعل فى السؤال:

e.g. *Not only* **did he eat** too much, *but* he *also* drank a lot.
Neither **did he telephone** *nor* **did he send** a telegram.

٤- راجع فصل حروف العطف Conjunctions.

ثالثا: الجملة المعقدة Complex sentences:

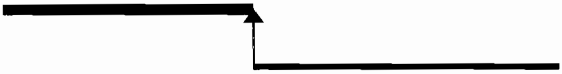
تتكون الجملة المعقدة من عبارة رئيسية واحدة *main or principal clause* يتبعها عبارة (أو عبارات) تابعة أو فرعية **subordinate clause** تعتمد على الجملة الرئيسية فى استكمال معناها. ونلاحظ أن كل عبارة تحتوى على فعل محدود واحد.

e.g.1. *I shall start cooking* **when you come home.**

ويمكن توضيح صلات العبارة الرئيسية والعبارة الفرعية كالآتى:

I shall start cooking
↑
when you come home.

ويمكن الرمز لهذه الجملة كالآتى:



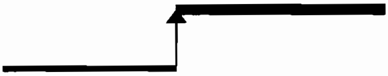
هنا أتت العبارة الرئيسية أولا ثم تبعتها العبارة الفرعية.

e.g.2. **If you succeed,** *I'll buy you a car.*

ويمكن توضيح صلات العبارة الرئيسية والعبارة الفرعية كالآتى:

I'll buy you a car
↑
If you succeed,

ويمكن الرمز لهذه الجملة هكذا:



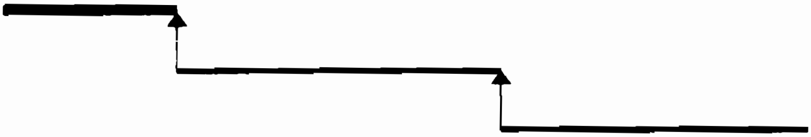
هنا أتت العبارة الفرعية أولا ثم تبعتها العبارة الرئيسية، وفى هذه الحالة نضع فاصلة (,) بعد العبارة التابعة.

e.g.3. *He was angry* **because they arrested him** for a crime he did not commit.

ويمكن توضيح صلات العبارة الرئيسية والعبارات الفرعية كالآتى:

He was angry
↑
because they arrested him
↑
for a crime he did not commit.

ويمكن الرمز لهذه الجملة هكذا:



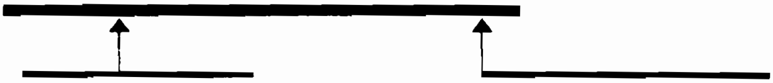
هنا أتت العبارة الرئيسية أولا، ثم تبعتها العبارة الفرعية الأولى التى يتبعها هى أيضا عبارة فرعية ثانية.

e.g.4. *The man* **who arrived by taxi** *will be promoted* because he is efficient.

ويمكن توضيح صلات العبارة الرئيسية والعبارات الفرعية كالآتى:

The man will be promoted
↑ ↑
who arrived by taxi because he is efficient.

ويمكن الرمز لهذه الجملة كالآتى:



هنا أتت العبارة الرئيسية أولا وفى وسطها العبارة الفرعية الأولى، ثم تبعت العبارة الفرعية الثانية العبارة الرئيسية مباشرة.

لاحظ الآتى:

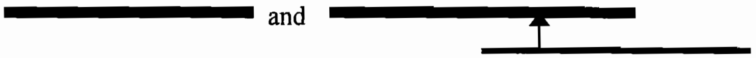
١- كل عبارة (رئيسية أو فرعية) بها فعل محدود واحد فقط.
٢- العبارة الرئيسية يمكن أن تستقل بنفسها وتعطى معنى كاملا.
٣- العبارات التابعة ليس لها معنى كامل وتعتمد على العبارة الرئيسية لاستكمال معناها.

رابعا: الجملة المركبة المعقدة Compound-complex sentence:

وهى مزيج من الجملة المركبة والجملة المعقدة:

e.g. He went home early **and** changed his clothes **because** he had an important appointment.

ويمكن الرمز لهذه الجملة كالتالى:



e.g. He was arrested **because** he was suspected of the robbery, **but** he was proved innocent **and** released.

أنواع العبارات التابعة Kinds of subordinate clauses:

هى ثلاثة أنواع:

١- العبارة الاسمية Noun clause

٢- العبارة الوصفية أو النسبية Adjective or relative clause

٣- العبارة الظرفية Adverb clause

(راجع الفصل السابق للتفصيل)

Exercises

★★I. What is a:

(a) simple sentence.

(b) compound sentence.

(c) complex sentence.

★★II. What kind of sentence is each of the following (simple compound or complex):

1. Open the door.
2. Go or stay.
3. George doesn't play football.
4. The windows were dirty and I told the maid to clean them.
5. He's an honest man whom I can trust.
6. He worked hard, but he was fired.
7. Going home, I met an extraordinary man wearing the clothes of a clown.
8. Where have you been all the time?
9. He was guilty, nevertheless he was acquitted.
10. The man I saw was Mr. Ahmed.

★★III. Give an example of each:

1. a simple sentence.
2. a compound copulative sentence.
3. a compound adversative sentence.
4. a compound alternative sentence.
5. a compound illative sentence.
6. a complex sentence having a noun clause as subject.

7. a complex sentence having a noun clause as object.
8. a complex sentence having an adjective (relative) clause.
9. a complex sentence having an adverb clause of manner.
10. a complex sentence having an adverb clause of condition.
11. a complex sentence having an adverb clause of reason.
12. a complex sentence having an adverb clause of purpose.
13. a complex sentence having an adverb clause of time.
14. a complex sentence having an adverb clause of place.
15. a complex sentence having an adverb clause of contrast.

★★IV. Extract the subordinate clauses from the following complex sentences and tell its kind and function:

1. The boy admitted that he broke the window.
2. He read a book which was of great interest.
3. He arrived after I had left.
4. As he was ill, he couldn't come.
5. He extricated himself with great difficulty from his burning car which was about to explode.
6. The news that the king was ailing soon spread all over the country.
7. Although he was poor, he was honest.
8. I shall not go unless you bless me.
9. She is taller than I am.
10. The boys helped the man who had gone blind.
11. He took a sleeping pill Lest he should be awake all night.
12. He took a sleeping pill, however he lay awake all night.
13. So long as you don't exceed your income, you'll never be in debt.
14. Provided you revise your lessons, you don't have to worry about the exam.
15. Hardly he had arrived when he excused himself.

Mood of Sentence ★★أسلوب أو صيغة الجملة

قد تأتى الجملة فى عدة أساليب أو صيغ هى:

أولا- الصيغة الدلالية Indicative mood

١- جملة خبرية statement (مثبتة أو منفية)

٢- جملة استفهامية أو سؤال interrogative or question (مثبتة أو منفية)

ثانيا- الصيغة الآمرة Imperative mood

١- أمر command

٢- طلب أو رجاء request

ثالثا- الصيغة غير الحقيقية Subjunctive mood

١- شرط condition

٢- أمنية أو دعاء wish or prayer

رابعا- الصيغة التعجبية Exclamatory mood

أولا: الصيغة الدلالية Indicative mood

وتأتى الجملة فى هذا الأسلوب كجملة خبرية statement أو كاستفهام (سؤال) question، وقد يكون كلاهما منفيين:

★ ١- الجملة الخبرية Statement

تعطى الجملة الخبرية معلومة ما، وقد تكون إما مثبتة affirmative وإما منفية negative:

أ- الجملة الخبرية المثبتة Affirmative statement:

تتكون الجملة فى أبسط صورها من فاعل أو مُسند إليه Subject وفعل Verb أو مُسند Predicate (أى ما يُسند إلى الفاعل فعله)، ويكون ترتيبهم فى الجملة الخبرية كالآتى:

Subject الفاعل → *Verb* الفعل

أما المفعول به object والتكملة complement فيكون مكانهم بعد ذلك حسب نوع الفعل:

١- مع الفعل اللازم (غير المتعدى) Intransitive:

Subject الفاعل → *Verb* الفعل

e.g. He *laughed*.

٢- مع الفعل المتعدى Transitive verb والذى يحتاج إلى مفعول به:

Subject الفاعل → *Verb* الفعل → Object المفعول

e.g. He *killed* the cat.

وقد يكون هناك مفعولين بهما أحدهما المفعول به المباشر direct والآخر غير مباشر indirect، وفى هذه الحالة نضع المفعول به غير المباشر أولا ثم المفعول به المباشر، هكذا:

Subject الفاعل → *Verb* الفعل → Indirect object → Direct object

e.g. **He** *gave* her a book.

She *bought* him a present.

أو يمكن وضع المفعول به غير المباشر بعد المفعول به المباشر باستعمال حرفى الجر to أو for، هكذا:

Subject الفاعل→ *Verb* الفعل→ Direct object→ (***to, for***)→ Indirect object

e.g. **He** *gave* a book ***to*** her.

She *bought* a present ***for*** him.

وقد لا يكتمل معنى المفعول به إلا بإضافة تكملة تسمى تكملة المفعول objective complement وفى هذه الحالة توضع هذه التكملة بعد المفعول به، هكذا:

Subject الفاعل → *Verb* الفعل → Object المفعول → objective complement

e.g. **They** *made* him king.

٣- مع الفعل غير كامل الإسناد Verb of incomplete predication والذى لا يتم معناه إلا بكلمة تكمل المعنى تسمى تكملة:

Subject الفاعل → *Verb* الفعل → Complement التكملة

e.g. He *became* a soldier. She *looks* lovely.

وأشهر الأفعال غير كاملة الإسناد verbs of incomplete predication (وقد تسمى أفعال "الوصل" linking verbs لأنها تصل بين الفاعل والتكملة) هى:

ا - فعل الكينونة: to be

ب- أفعال الحواس: look, smell, hear, feel, sound

جـ- أفعال بمعنى "يبدو": seem, appear, look, sound.

ء- أفعال بمعنى "يستمر" أو "يظل": keep, hold, remain, stay

هـ- أفعال بمعنى "يصير": become, turn, grow, fall, wear, run, end up, get

★ والآن لنفحص مكونات الجملة بشيء من التفصيل:

١- الفاعل Subject:

وهو الذى يُسند إليه فعل الفعل. ولمعرفة فاعل الجملة نسأل أنفسنا:

من (ما الذى) فعل؟ والإجابة هى الفاعل: Who (What) verb?

e.g.	While walking home, I *met* Ali.	نحدد الفعل أولا
	Who *met*?	ثم نسأل أنفسنا
	I	والإجابة هى الفاعل:

e.g. The chair *fell* on the floor.
What *fell*?
The chair

وقد يكون الفاعل Subject:

١- اسم noun:

e.g. **Ahmed** played soccer.
A man sang at the party.
The crowd cheered.

٢- ضمير pronoun:

e.g. **They** went home.
Many believed him
Someone rang the bell.

٣- صفة adjective عندما نستعملها كاسم بوضع the قبلها وتشير إلى كل من لديهم هذه الصفة:

e.g. **The rich** are not always happy.
The blind should walk with sticks.

٤- اسم الفعل gerund لأن له خواص الاسم:

e.g. **Swimming** is a healthy sport.
Smoking is dangerous.

٥- مصدر infinitive عندما نستخدمه كاسم:

e.g. **To travel** is wonderful.
To play all the time is foolish.

٦- شبه جملة اسمية noun phrase:

e.g. **What to do** was a problem.
How to solve the problem proved difficult.

٧- عبارة اسمية noun clause:

e.g. **What you are doing** is wrong.
That he was sick seemed common knowledge.

وقد يتم تطويل الفاعل enlargement (وكذلك المفعول به) بأحد الآتى:

١- صفة adjective أو أكثر (من ضمنها الأدوات articles):

e.g. *The* **police** arrested the criminal.
Clever **boys** are liked.
The poor old **man** fell down the stairs.
A rare costly **book** was lost.
Many foolish **people** believed him.

٢- شبه جملة وصفية adjective phrase:

e.g. The **boy** *in the green T-shirt* was late.
The **woman** *with the beautiful smile* is an actress.

٣- عبارة وصفية adjective (relative) clause:

e.g. The **boy** *who is wearing the green T-shirt* was late.
The **woman** *who is smiling beautifully* is an actress.

٤- تكرار للاسم أو اسم بديل noun in apposition:

e.g. **Sadat**, *the President of Egypt*, fought the October War.
George, *our science teacher*, is a good man.

٥- اسم فى صيغة الملكية noun in possessive case:

e.g. The *boy's* **dog** ran away.
A *king's* **daughter** is called a princess.

٦- إذا كان الفاعل (أو المفعول به) مصدرا infinitive أو اسم فعل gerund فيمكن تطويله **بظرف adverb أو شبه جملة أو عبارة ظرفية** (لأنهما يحملان بعض خواص الفعل):

e.g. **To walk** *gracefully* is an art. (adverb)
Walking *gracefully* is an art. (adverb)
Walking *in a graceful way* is an art. (adverb phrase)
To walk *as she is doing now* is an art. (adverb clause)

٢- المفعول به Object:

وهو الذى يُـفعل فيه الفعل أو يفعل به. ولمعرفة المفعول نسأل أنفسنا:

Verb (whom) what? فعل (من) ماذا؟

e.g. John, King of England, *signed* the Magna Carta. نحدد الفعل أولا

Signed what? ثم نسأل أنفسنا

The Magna Carta والإجابة هى المفعول:

e.g. The window *fell on* Ali.

Fell on whom?

Ali

ويتم تطويل المفعول به enlargement بنفس الطرق المستعملة مع الفاعل.

وقد سبق ذكر أنواع المفعول به، وكذلك تكملة المفعول objective complement والذى تسميه بعض الكتب "المفعول به المُصطنع factitive object". (انظر التكملة)

٣- الفعل Verb أو المُسنَد Predicate:

المُسند predicate هو ما يُسند إلى الفاعل فعله، ولذلك قد يطلق على الفعل لأنه أهم جزء فيه. ولابد للجملة من أن تحتوى على فعل محدود finite verb (أو أكثر). والفعل المحدود باختصار هو الفعل الذى له زمن tense.

ومن ناحية التكوين فقد يكون الفعل بسيطا simple ومكونا من كلمة واحدة أو مركبا compound يتكون من أكثر من كلمة وفى هذه الحالة قد يسمى شبه جملة الفعل verb phrase:

e.g. He **ate** breakfast. (simple one-word verb)

He **has been eating** breakfast.

(verb phrase or compound verb)

والأفعال البسيطة المكونة من كلمة واحدة هما المضارع البسيط present simple والماضى البسيط past simple المبنيان للمعلوم active voice. أما باقى الأزمان فهى مركبة من فعل محدود خاص *special finite* -أو أكثر- وشكل غير محدود للفعل non-finite يحمل المعنى: أى أشكال المصدر infinitive (مع to أو بدونه) أو اسم الفاعل present participle أو اسم المفعول past participle.

وفيما يلى بيان ببعض أشكال فعل to speak كمثال:

speak, **speaks** (present simple active)
am (is, are) spoken (present simple passive)
spoke (past simple active)
was (were) spoken (past simple passive)
will (shall) speak (future simple active)
will be spoken (future simple passive)
has (have) spoken (present perfect active)
has (have) been spoken (present perfect passive)

am (is, are) speaking (present continuous active)
am (is, are) being spoken (present continuous passive)
etc.

فى المثال السابق نجد أن كل أزمان الفعل "to speak" يعبر عنها بشبه جملة فعل verb phrase ما عدا المضارع البسيط المبنى للمعلوم والماضى البسيط المبنى للمعلوم. وسوف نستفيد من هذا الكلام عندما نشرح طريقة عمل النفى negative والاستفهام interrogative.

وقد يتم تمديد الفعل extension بـ:

١- **حال أو ظرف adverb** يُعدل فى معنى الفعل:

e.g. He **fell** *heavily.*

٢- **شبه جملة ظرفية adverb phrase:**

e.g. He **spoke** *in a stately manner.*

٣- **عبارة ظرفية adverb clause** (وفى هذه الحالة لا تصبح الجملة بسيطة):

e.g. She **walked** *as if she were dancing.*

٤- التكملة Complement:

هى كلمة (أو كلمات) ضرورية لاستكمال معنى الأفعال غير كاملة الإسناد verbs of incomplete predication، ويعطينا معلومات إضافية عن طبيعة الفاعل أو المفعول.
وقد سبق ذكر أشهر الأفعال غير كاملة الإسناد وأهمها هو فعل to be.

وقد تكون التكملة:

١- **صفة adjective** وقد يعدل معناها بظرف adverb:

e.g. Her brother **seems** *pleased.*
The glass **is** (nearly) *empty.*
He **fell** *ill.*

٢- **اسم noun** وقد يسبق بصفة adjective أو أكثر:

e.g. His brother **became** a famous *writer.*
You **must be** the new *student.*

٣- **ضمير pronoun أو رقم a number:**

e.g. My advice **is** *this.*
My son **will be** *ten* next Friday.

وقد تأتى التكملة بعد المفعول به ويسمى عندئذ "تكملة المفعول *objective complement*":

e.g. This work **is making** me *sleepy.*
Everyone **thought** him *foolish.*
He **calls** his daughter "*Mihu*".

Exercises

★V. Pick up the subject of each of the following:

1. The cat caught a mouse.
2. Ali opened the window
3. The old women was walking beside the river .
4. In my pockets, are two shillings.
5. On the carpet was a table.
6. Hala goes to school by bus.
7. The rabbit ran into its hole.
8. His son loved him.
9. Walking home, he saw a very old man fast asleep.
10. Near the kitchen, the hen laid an egg.

★VI. Pick out the object of the verb in the following sentences:

1. The train left the station.
2. That man has written ten books.
3. The teacher marked the exercise books.
4. Ali wrote a letter to his aunt.
5. The girl sang a song.
6. The children fed the animals.
7. The little girl hurt her foot.
8. Who rang the bell?
9. The grocer sells cheese.
10. Mr Mahmoud bought a motor car yesterday.

★VII. Pick out the verb in the following sentences and tell whether that verb is "transitive", "intransitive" or "of incomplete predication":

1. She sang sweetly.
2. She sang a lovely song.
3. He became angry.
4. He kicked the ball.
5. Cows eat grass.
6. Man eats to grow.
7. The water is boiling.
8. The butcher sells meat.
9. The flowers are red.
10. I will go to Alex next week.

★★VIII. Write seven sentences where the subject is:

1. a noun 2. a pronoun 3. an adjective used as a noun 4. a gerund 5. an infinitive 6. a noun phrase 7. a noun clause.

★ب- الجملة الخبرية المنفية Negative statement:

. يتم النفى بوضع **not** بعد الفعل المحدود الخاص مباشرة، هكذا:

Subject → *Special finite* → Not → rest of verb

not

e.g. He *is* a doctor. → He *is* **not** a doctor.
He *has* arrived. → He *has* **not** arrived.
She *should* go now. → She *should* **not** go now.
He *was* hit by a car. → He *was* **not** hit by a car.
You *must* go now. → You *must* **not** go now.

وماذا عن زمنى الحاضر البسيط والماضى البسيط اللذان ليس بهما فعل مساعد؟
الأمر بسيط: نستعين بفعل to do كفعل مساعد لعمل النفى فى هذين الزمنين، هكذا:

e.g. She stays at home. → She *does* **not** stay at home.
They eat their food. → They *do* **not** eat their food.
He went home. → He *did* **not** go home.

أى نستعمل does لنفى المضارع البسيط مع الغائب المفرد، و do للمضارع البسيط مع باقى الأشخاص، و did لنفى الماضى البسيط مع جميع الأشخاص. أى أننا نجعل فعل do to يحمل زمن الفعل ويتوافق مع الفاعل، أما الفعل الأصلى فيتحول إلى المصدر بدون to.

لاحظ الآتى:

١- الأفعال المحدودة الخاصة الاثنى عشر هى:

to be, to have, to do, will, shall, can, may, must, ought to, need, dare, used to وتصريفاتهم المختلفة

٢- نستعمل غالبا الصيغ المختصرة للأفعال المحدودة الخاصة مع not وخاصة فى الكلام الشفوى. وتتكون الصيغة المختصرة بضم not إلى الفعل ثم اختصار حرف الـ "o" ووضع فارزة عليا (') بدله، هكذا:

e.g. is not → isn't
has not → hasn't

ماعدا:

am not → am not
shall not → shan't
will not → won't
can not → can't
may not → may not
used to → used not to

(انظر فصل الأفعال)

٣- فى حالة وجود أكثر من فعل مساعد فى الفعل المركب نضع not بعد الفعل المساعد الأول:

e.g. He *should* have been playing soccer. →

He ***should*n't** have been playing soccer.

★★ ٤- لابد من تغيير بعض الكلمات فى الجملة عند استعمال صيغة النفى:

Affirmative **إثبات**	**Negative** **نفى**	**Examples** **أمثلة**
some	**any**	I have **some** money. → I haven't **any** money.
someone, etc.	**anyone, etc.**	I met **someone** there. → I didn't meet **anyone** there. He killed **somebody**. → He didn't kill **anybody**.
every	**any**	He read **every** book. → He didn't read **any** book.
everyone, etc.	**anyone, etc.**	She has met **everyone**. → She didn't meet **anyone**.
also **too**	**either**	He came **also**. → He didn't come **either**. She sold her house **too**. → She didn't sell her house **either**.
so (وكذلك)	**neither**	He is a doctor, **so** am I. → He isn't a doctor, **neither** am I.
and	**or** (إذا كان الفاعل واحدا)	He killed a man **and** a woman. → He didn't kill a man **or** a woman.
just **already** **presently**	**yet**	He has **just** arrived. → He hasn't arrived **yet**.
must	**needn't** (فى بعض الأحيان)	She **must** go now. → She **needn't** go now.

★★٥- يمكن نفى الجملة بدون استعمال صيغة النفى (أى بدون استعمال not بعد الفعل المساعد) بتغيير بعض الكلمات:

Affirmative إثبات →	**Negative** نفى	**Examples** أمثلة
some ومشتقاتها	**no** ومشتقاتها	I bought **some** books. → I bought **no** books. **Some**one broke the pen. → **No** one broke the pen.
every ومشتقاتها	**no** ومشتقاتها **not every**	**Every**thing was fine. → **No**thing was fine. **Not every**thing was fine.
always, **often,** **someday,** **sometimes** →	**never**	I **always** go home early. → I **never** go home early.
all →	**not all** **none of .....**	**All** came back. → **Not all** came back. **None of them** came back.
either .... or, **both .... and**	**neither .... nor**	**Either** Ali **or** I will come. → **Both** Ali **and** I will come. → **Neither** Ali **nor** I will come.

Exercises

★IX. Make the following sentences negative:

1. He can read German.
2. I must sleep.
3. I'm late.
4. He has a broken knee.
5. We believe him.
6. It tastes good.
7. You slept well.
8. I've got some books.
9. I bought some ties.
10. We shall stay here.
11. He knows something.
12. It costs a shilling.
13. They understood.
14. He's very late.
15. He'll do it.
16. They understand.
17. I'm right.
18. He must eat some.
19. He gave you a cake.
20. I saw someone there

★★X. Make the following statements negative (Sometimes more than one answer is possible):

1. I want some tea and milk.

2. Someone told him the news.
3. Both Ali and Nabil are here.
4. Samir heard a gun-shot and so did I.
5. All men are equal.
6. He likes to eat sweets and so does his brother.
7. Either one of you should go.
8. Every one was there.
9. I sometimes work late.
10. I'll see you someday.
11. Some saw him kiss her.
12. She kissed her husband and her son too.
13. He broke the cup and the saucer.
14. He does his best to improve himself.
15. You can come with him also.
16. He was both rich and happy.
17. You must come.
18. I have two cars.
19. I have got two cars.
20. He has already solved the problem.

★ ٢- الاستفهام أو السؤال Interrogative or Question

وهنا تنتهى الجملة الاستفهامية دائما بعلامة الاستفهام (?) question mark.
وهناك نوعان من الأسئلة:

النوع الأول: Yes-No questions:

هذا النوع لا يحتاج إلى كلمة استفهام question word ويجاب عليه بـ "نعم Yes" أو "لا No"، وهو يعادل الأسئلة التى نسألها بـ "هل" أو بـ "الهمزة" فى اللغة العربية، فنحن لا نسأل عن معلومة جديدة ولكننا نريد التحقق من معلوماتنا:

وللسؤال تركيب خاص إذ أننا **نعكس مكان الفعل المساعد helping verb بجعله يسبق الفاعل subject، ثم يأتى بعده باقى الفعل**، وتسمى هذه العملية بـ **"العكس inversion"**:

***Helping verb* → subject → rest of verb → ?**

e.g. **He** *has* arrived. → *Has* **he** arrived? هل وصل؟ أوصل؟
Yes, he has arrived.
No, he hasn't arrived

She *was* absent. → *Was* **she** absent? هل غابت؟ أغابت؟
Yes, she was absent.

No, she wasn't absent.

They *__will__* __go__ tomorrow. → Will **they** __go__ tomorrow?
Yes, they will go tomorrow.
No, they won't go tomorrow.

وماذا بالنسبة للأفعال التى ليس بها فعل مساعد؟ أى المضارع البسيط present simple والماضى البسيط past simple المبنيين للمعلوم active voice.
الأمر بسيط فنحن **نستعين بفعل to do** كما فعلنا فى النفى. فنستعمل does مع المفرد الغائب فى المضارع البسيط، و do فى المضارع مع باقى الأشخاص، و did فى الماضى البسيط مع جميع الأشخاص، هكذا:

Do
Does → **subject** → **__infinitive__** → **?**
Did

e.g. **He** studies English. → *Does* **he** __study__ English?
They love each other. → *Do* **they** __love__ each other?
He went home. → *Did* **he** __go__ home?

وكما حدث فى الجملة الخبرية المنفية نجد أن فعل do to هو الذى يحمل الزمن ويتوافق مع الفاعل، أما الفعل الأصلى فيتحول إلى المصدر بدون to.
لاحظ: قد لا نجيب على سؤال من هذا النوع بـ Yes أو No إذا كان السؤال به اختيار (أى باستعمال or):

e.g. Do you prefer coffee **or** tea? → I prefer tea.
Did he buy a car **or** a motorcycle? → He bought a car.

Exercises

★XI. Make the following sentences interrogative:

1. He can read German.
2. I must sleep.
3. I'm late.
4. He has a broken knee.
5. We believe him.
6. It tastes good.
7. You slept well.
8. I've got some books.
9. I bought some ties.
10. We shall stay here.
11. He knows something.
12. It costs a shilling.
13. They understood.
14. He's very late.
15. He'll do it.
16. They understand.
17. I'm right.
18. He must eat some.
19. He gave you a cake.
20. I saw someone there

النوع الثانى: "Wh" questions :

نسأل فى هذا النوع من الأسئلة عن معلومة جديدة وليس فقط التحقق من معلومة معروفة كالنوع السابق. وهذا النوع يحتاج إلى كلمة استفهام question word فى أوله (جميع كلمات السؤال تحتوى على الحرفين W و H ومن هنا جاءت التسمية)، ثم يتبعه باقى السؤال بنفس الترتيب المعكوس الذى اتبعناه فى النوع السابق. أى أن ترتيب كلمات السؤال يكون كالآتى:

"WH" word → *helping verb* → subject → rest of verb → ?

e.g.	**He** *has* gone home.	↔	Where *has* **he** gone? أين ذهب؟
	He plays soccer.	↔	What *does* **he** play? ماذا يلعب؟
	She *left* yesterday.	↔	When *did* **she** leave? متى انصرفت؟

★★ ملاحظات على الجمل الاستفهامية أو السؤال:

١- فيما يلى جدول بكلمات الاستفهام:

Question Words

Interrogative Adjectives (يأتى بعدها اسم) ونسأل عن اسم	**Interrogative Pronouns** (لا يأتى بعدها اسم) ونسأل عن اسم	**Interrogative Adverbs** (يأتى بعدها فعل) ونسأل عن شئ يخص الفعل
	Who من (للفاعل العاقل)	**When** متى
	Whom من (للمفعول به العاقل)	**Where** أين
Whose + (noun) لمن	**Whose** لمن (للعاقل)	**Why** لماذا
Which + (noun) أى	**Which** أيهما - أيهم	**How** كيف
What + (noun) أى	**What** ما - ماذا (للأشياء)	**How + (adjective)** كم...
		How + (adverb) بأى... كم...

نلاحظ أن صفات الاستفهام لأنها صفات فلابد أن يتبعها اسم، أما ضمائر الاستفهام فلا يتبعها اسم لأنها تحل محله. (انظر فصول الصفات والضمائر والظروف)

e.g. **Which** *book* did you buy? (interrogative adjective)

Which did you buy? (interrogative pronoun)

٢- يتم عكس inversion مكان الفاعل subject والفعل المساعد helping verb كما سبق الشرح بعد كلمات الاستفهام جميعها فيما عدا: **عند السؤال عن فاعل الفعل subject لا يتم العكس**، (أى مع who دائما، و مع which و what إذا استعملا للسؤال عن فاعل):

e.g. Which book *do* **you** like best? (هنا عكس لأننا لا نسأل عن الفاعل)

Which book *interested* you more?

(لا يوجد عكس لأننا نسأل عن فاعل هو الكتاب)

Who *broke* the window? (لا يوجد عكس لأننا نسأل عن فاعل هو المحطم)

What *killed* your cat? (لا يوجد عكس لأننا نسأل عن فاعل هو القاتل)

لاحظ فى المبنى للمجهول passive voice أننا نسير على نفس القاعدة (أى لانعكس عندما نسأل عن الفاعل الجديد الذى كان مفعولا به فى المبنى للمعلوم:

e.g. **Who** *was killed* in the accident? (لا عكس لأننا نسأل عن الفاعل)

لأن أصل الجملة:

He was killed in the accident by somebody. (He = subject)

By whom *was* **he** killed? (عكس لأننا نسأل عن المسبب)

لأن أصل الجملة:

He was killed by **the criminal**. (the criminal = agent)

With which gas *was* **the cylinder** filled? (عكس)

لأن أصل الجملة:

The cylinder was filled with **oxygen**. (oxygen = agent)

٣- قد يتم السؤال بشبه جملة بها تبدأ بحرف جر وبها أحد كلمات الاستفهام، مثل:

e.g. **During what month** (= when) will the festival be?

In which drawer (= where) did you put your shirts?

For whose sake (= why) are you leaving us?

٣- عند السؤال عما يفعله الفاعل نستعمل فعل do بدلا من الفعل:

e.g. He can **swim**. → What can he **do**? ماذا يستطيع أن يفعل؟

They must **leave**. → What must they **do**?

ماذا يجب أن يفعلوا؟

Negative questions ★الأسئلة المنفية

نتبع القاعدة العامة للنفى بوضع not بعد الفعل المساعد، ولكننا نستخدم الصيغة المختصرة للفعل المساعد مع not ونضعها قبل الفاعل سواء كان اسما أم ضميرا:

Helping verb*n't* → Subject → rest of verb

e.g. **Is*n't*** he coming today?

Has*n't* she arrived yet?

Won*'t* you have some tea?

Did*n't* the teacher punish you?

ويمكن استعمال الصيغة غير المختصرة للنفى إذا كان الفاعل اسما noun:

e.g. **Is not** *Ali* coming today?

Has not *Maha* arrived yet?

أما إذا استعملنا الصيغة غير المختصرة للنفى وكان الفاعل ضميرا pronoun ففى هذه الحالة يكون ترتيب الكلمات كالآتى:

Helping verb → pronoun → not → rest of verb

e.g. **Is** *he* **not** coming today?
Has *she* **not** arrived yet?
Will *you* **not** have something to eat?
Did *he* **not** punish you?

لاحظ:

الصيغة المختصرة الاستفهامية لـ "I am not" هى "Aren't I". أما باقى الصيغ فقد سبق ذكرها تحت الجملة الخبرية المنفية وفى فصل الأفعال.

★★الأسئلة السياقية أو المدفونة Embedded questions

تأتى هذه الأسئلة فى سياق جملة، وفى هذه الحالة لا يحدث عكس inversion للفاعل والفعل المساعد بل تكون مثل أى جملة إخبارية، وقد لا يوضع بعدها علامة الاستفهام. ونجد أكثر هذه الأسئلة السياقية فى:

١- الكلام غير المباشر Indirect speech:

e.g. She asked me **where the railway station was.** (لا علامة استفهام)

٢- فى طريقة الطلب المهذب Polite request:

e.g. Could you tell me **what time it is, please**?

٣- بعد أفعال التفكير والاعتقاد Verbs of thinking and belief:

e.g. I know **why he didn't come.** (لا علامة استفهام)

Exercises

★★XII. Rewrite the following sentences correctly:

1. Could you tell me when does the train leave?
2. Do you know whether have they gone home?
3. Do you think that is it going to rain today?
4. She asked him where had he been all morning?
5. Do you think you could tell me where has everybody gone to?

★كيف نسأل سؤالا وكيف نُجيب عنه؟

يجد كثير من المبتدئين صعوبة فى عمل الأسئلة أو فى الإجابة على سؤال مثل:

Ask a question whose answer is the underlined word (or words).

اسأل سؤالا إجابته هى الكلمة (أو الكلمات) التى تحتها خط.

وعمل السؤال بسيط جدًا متى حددنا قواعدَ الكلمة (أو الكلمات) المطلوب عمل سؤال عنها:

e.g. **Yes, Ahmed went ①home ②.**
No, Ahmed did not go ①home ②.

١- هاتان الجملتان تبدآن بـ yes أو no ولذلك لا نحتاج إلى كلمات السؤال عند السؤال عن الفعل، ونسأل بالعكس inversion فقط:

Did *Ahmed* **go** home?

٢- نسأل عن مكان فنستعمل where:

Where did Ahmed go?
Where didn't Ahmed go?

e.g. Haitham ① bought ② a large villa ③ in Maadi ④, two years ago ⑤.

هذه الجملة لا تبدأ بـ yes أو no، ولذلك لابد من بدأ السؤال بكلمة استفهام "wh-word":

١- نسأل عن "هيثم" وهو الفاعل، ولذلك نستعمل أحد كلمات السؤال عن الفاعل وهى: who, what, which، ولما كان "هيثم" عاقلا نستعمل who، ولما كنا نسأل عن فاعل فلا يتم عكس فى الجملة:

Who bought a large villa in Maadi two years ago?

٢- نسأل عن الفعل، ولذلك نستعمل what + to do:

What did Haitham *do*?

٣- نسأل عن المفعول به ولذلك نستعمل أحد كلمات السؤال عن المفعول به: whom, what, which. ولما كان المفعول به غير عاقل نستعمل what:

What did Haitham buy in Maadi, two years ago?

٤- نسأل عن مكان حدوث الفعل، ولذلك نستعمل where:

Where did Haitham buy a new villa, two years ago?

٥- نسأل عن زمن حدوث الفعل، ولذلك نستعمل when:

When did Haitham buy a new villa in Maadi?

e.g. Ali ① went ② home ③ because he was ill ④.

١- نسأل عن الفاعل العاقل فنستعمل who ولا عكس لأننا نسأل عن عاقل:

Who went home because he was ill?

٢- نسأل عن الفعل فنستعمل what + to do:

What did Ali *do* because he was ill?

٣- نسأل عن المكان ولذلك نستعمل where:

Where did Ali go because he was ill?

٤- نسأل عن السبب فى فعل الفعل ولذلك نستعمل why:

Why did Ali go home?

e.g. The boy hit the dog ① savagely ②.

١- نسأل عن المفعول به غير العاقل فنستعمل what:

What did the boy hit savagely?

٢- نسأل عن كيفية فعل الفعل manner فنستعمل How:

How did the boy hit the dog?

e.g. He goes to the cinema every day?

نسأل عن عدد مرات ذهابه أى عن التردد أو التكرار frequency فنستعمل How often أو How frequently:

How often does he go to the cinema?

e.g. The village is two kilometres away.

نسأل عن المسافة فنستعمل How far:

How far away is the village?

e.g. I am staying here for a month.

نسأل عن المدة فنستعمل How long:

How long are you staying here?

e.g. The mountain is five kilometres high.

نسأل عن الارتفاع فنستعمل How high:

How high is the mountain?

e.g. There were ten students in the class.

نسأل عن العدد فنستعمل How many:

How many students were there in the class?

e.g. He sold five pounds of sugar.

نسأل عن الكمية فنستعمل How much:

How much sugar did he sell?

e.g. She was very glad.

نسأل عن درجة الصفة فنستعمل How + adjective:

How glad was she?

e.g. This is my book.

نسأل عن الملكية لإنسان أو حيوان فنستعمل whose:

Whose book is this?

e.g. He studied hard in order to succeed.

نسأل عن الغرض فنستعمل why:

Why did he study hard?

e.g. She stayed in bed because she was tired.

نسأل عن السبب فنستعمل why:

Why did she stay in bed?

e.g. I like the blue coat best.

نسأل عن مفعول به غير عاقل بين مجموعة صغيرة من الاختيارات فنستعمل Which:

Which coat do you like best?

e.g. He met Mr. Hany in the super-market.

نسأل عن مفعول به عاقل فنستعمل Whom:

Whom did he meet in the super-market?

e.g. She found Ali's watch at the steps.

نسأل عن مالك الشيء فنستعمل Whose:

Whose watch did she find at the steps?

Exercises

★★XIII. Form questions to which the words in black would be reasonable answers:

1. **Your boss** asked about you.
2. I've got **two wives.**
3. He died in **hospital.**
4. He is looking after **his children.**
5. It weighs **three kilograms.**
6. He goes to Alex **twice a year.**
7. She is searching for **her shoes.**
8. Ali is **two meters** tall
9. Its colour is **blue.**
10. They paid **two pounds.**
11. It's **Ali's.**
12. She was rescued by **Superman.**
13. This is **mine.**
14. I bought it because **I liked its colour.**
15. He arrived **last night**
16. Yes, **you must.**
17. Yes, **he brought some.**
18. He's running **to catch the train.**
19. It was **his** fault.
20. It was **the girl with the pony-tail.**

★ثانيا: الصيغة الآمرة Imperative mood

تستخدم صيغة الأمر فى (راجع صيغة أو أسلوب الأمر فى فصل الأفعال):

١- إعطاء الأوامر Commands:

فعل الأمر هو المصدر العارى bare infinitive (بدون to) ويوجه عادة للشخص الثانى (المُخاطب)، وعادة لا يذكر الفاعل you إلا فى ثلاثة أحوال:

١- لتحديد شخص بذاته وسط مجموعة من الأشخاص (مع الإشارة أو الإيماء إليه).

٢- بغرض التحقير أو الإهانة.

٣- فى الأمر المنفى negative command قد نستعمل you بعد Don't للتأكيد.

e.g. **Come** here.

Fire!

You, **stop** talking.

وفى النفى نسبق الفعل بـ Don't، وفى حالة استعمال you للتأكيد نضع Don't قبل you:

e.g. *Don't* **come** here again.

Don't **shoot**!
Don't you **dare come** back.

٢- التحذير warning:

e.g. **Look out**!
Be careful!

٣- الطلب أو الرجاء Request:

و هنا نضيف كلمات رجاء مثل *please* لتخفيف الأمر فى أول الجملة أو فى آخرها:

e.g. *Please*, **shut** the door.
Don't go yet, *please*.

٤- الدعوة invitation:

e.g. **Have** a drink.
Come and **visit** us.

٥- إعطاء التعليمات giving instructions:

e.g. **Go** straight ahead then **turn** left.
Take two tablets with a glass of water.

٦- النصيحة advice:

e.g. **Scorn not** the critics. (الفعل المستعمل هنا فى الصيغة غير الحقيقية)
Don't irritate your teacher.

Can, could, will, would, would you mind, etc.

e.g. **Can** you *help* me?
Could you *tell* me the way to the bus station, please? أكثر أدبا
Will you *tell* him that I have arrived?
Would you *mind waiting* for a few minutes? أكثر أدبا

★★لاحظ:

١- قد نستعمل **Do** للتأكيد:

e.g. **Do come** back, please!
Do sit down, and **make** yourself at home.

٢- وقد يوجه الأمر للشخص الأول الجمع (المتكلم) أى us باستعمال فعل **Let**:

e.g. **Let***'s* **go**. (Let's = Let us) فلنذهب (دعنا نذهب)
Don't **let***'s* **stop** now. دعنا لا نتوقف الآن

٣- قد نستعمل *will you?* أو *won't you?* كسؤال نيلى question tag بعد الأمر لتخفيفه وجعله يأخذ شكل النصيحة:

e.g. **Look** after the money, *won't you?*
Don't miss your train, *will you?*

٤- و لإظهار الغضب قد نستعمل *will you?* بعد أمر غير منفى:

e.g. **Keep** quiet, *will you?* **Shut up**, *will you?*

★★ثالثا: الصيغة الاحتمالية (غير الحقيقية) Subjunctive mood

تستعمل هذه الصيغة للتعبير عن شئ احتمالى أو غير حقيقى أو من الصعب حدوثه، وأكثر استخدامه فى الجمل الشرطية conditionals وفى الأمنيات والدعاء wishes and prayers:

١- الصيغة الشرطية Conditional:

(راجع الصيغة غير الحقيقية للأفعال فى فصل الفعل، وأسلوب الشرط فى فصل الجملة والعبارة وشبه الجملة)

ذكرنا فيما سبق أنواع الجمل والعبارات الشرطية. ونركز هنا على الجمل الشرطية التى يُفهم منها النفى imply negative (أى أن هذا الشيء لم يحدث)، وتستخدم لتخيل ما يحدث فى مواقف معينة أى للافتراض Hypothetical situations:

e.g. If I **were** a bird, I would fly all over the world.
If I **be** not here, remember how I loved you.
Were he present, he wouldn't have liked it.

لاحظ:

١- استعمال be كفعل مضارع شرطى مع جميع الأشخاص.
٢- استعمال were كفعل ماض شرطى مع جميع الأشخاص.

٢- الأمنية والدعاء Wish and prayer:

يستعمل هذا النوع للتعبير عن أمنية wish أو رغبة فى حدوث شئ (دعاء prayer):

e.g. Thy kingdom **come**.
Long **live** the King.
God **save** the King.
May you **live** long.
I wish I **were** there.

لاحظ:

عند استعمال الفعل wish فى الجملة نستعمل أزمانا مغايرة كالآتى:

١- للمستقبل: could

e.g. I wish I could go to the moon.

٢- للحاضر: past simple

e.g. I wish I were present.

٣- للماضى: past perfect

e.g. I wish I had been there.

★★رابعا: الصيغة التعجبية Exclamatory mood

يستعمل هذا الأسلوب للتعبير عن العواطف بأنواعها سواء كانت دهشة أو فرح أو غضب أو حزن الخ. ونضع عادة علامة تعجب exclamation mark فى نهاية الجملة.

وقد يكون التعجب باستعمال أحد ألفاظ التعجب Interjections أو تبدأ الجملة بأحد تلك الألفاظ وفى هذه الحالة قد نضع علامة التعجب بعدها. (راجع فصل حروف التعجب):

e.g. **Hurrah**! I have passed.
Ow, that really hurt!

وقد نستعمل أحد التعبيرات الآتية للتعبير عن التعجب:

١- What:

ويأتى بعدها اسم noun وقد يكون هذا الاسم مسبوقا بصفة. ويلاحظ وضع a أو an قبل الأسماء المفردة التى تعد countable nouns:

e.g. What *a* **man**!
What *a* **shame**!
What beautiful **flowers**!
What **fun**!

٢- How:

ويأتى بعدها صفة adjective أو حال adverb:

e.g. How **awful**!
How **wonderful**!
How **nicely** she dances!
How **unfortunate**!

٣- So:

ويأتى بعدها صفة أو ظرف:

e.g. The garden looks so **lovely** today!
She is so **beautiful**!

٤- Such:

ويأتى بعدها اسم (مثل What):

e.g. This is such *an* awful **example**!
We're having such *a* terrible **storm**!

٥- أحد ظروف المكان adverbs of place:

مثل: there, here, in, out, down, etc. وهنا يحدث عكس لمكان الفعل والفاعل إذا ابتدأت الجملة بظرف مكانى (لاحظ عدم استخدام فعل to do فى المضارع والماضى البسيطين):

e.g. There **goes Ali**!
Here **comes the bride**!
And in *he went*! (لم تبدأ الجملة بظرف مكانى)

٦- "Yes-No" questions:

قد نستعمل هذا النوع من الأسئلة المنفية للتعجب:

e.g. **Isn't it** a pity! = What a pity it is!
Aren't you working hard!
Didn't she dance beautifully!

ومع هذا فقد نستعمل جملا عادية يظهر فيها شدة العاطفة مثل:

e.g. The devil take you!
Your luck is fantastic!

★★ترتيب الكلمات Word Order (Syntax)

نعنى بترتيب الكلمات النظام الذى تكون عليه عناصر الجملة (الفاعل والفعل والمفعول به ... الخ) داخل الجملة. وترتيب الكلمات داخل الجملة الإنجليزية محدد إلى حد كبير لأننا نعرف الفاعل من المفعول بموقعه بعكس اللغة العربية التى نعرف فيها الفاعل بتشكيله:

مثال: قتل **الكلبُ** القطَّ. قتل القطَّ **الكلبُ**. **الكلبُ** قتل القطَّ. القطَّ قتله **الكلبُ**.

ففى كل الأمثلة السابقة نجد الفاعل فى حالة الرفع والمفعول به فى حالة النصب.

أ- الترتيب الطبيعى Normal word order:

نجد أن الترتيب الطبيعى للجملة الإنجليزية الخبرية statement هو أن **نبدأ بالفاعل Subject S**، **يتلوه الفعل Verb V**، ثم المفعول به Object **(O)**، ثم التكملة Complement **(C)**، أما الظروف Adverbs **(adv.)** فتكون فى أول أو وسط أو آخر الجملة (انظر فصل الظرف)، وتكون الصفات Adjectives **(Adj.)** قبل الاسم الذى تصفه سواء كان فاعلا أو مفعولا به attributive adjectives، وقد تأتى بعد الفعل predicative adjectives. وبذلك يمكن أن نرمز لتركيب الجملة كالآتى:

S → *V* : **He** *laughed.*
S → *V* → O : **They** *hanged* the murderer.
S → *V* → C : **He** *is* my friend.
S → *V* → O → C : **She** *left* her food uneaten.

ب- الترتيب المعكوس Inverted word order:

وهنا يكون ترتيب الكلمات كالآتى:

sF (special finite) → S → rV = rest of verb?
sF → S : I can. → *Can* **you?**
sF → S → rV : She is coming. → *Is* **she** coming?
: He plays. → *Does* **he** play?

ويستخدم هذا الترتيب فى:

١- الاستفهام (الأسئلة) Interrogative (questions) وقد سبق شرح هذا الموضوع.

٢- عندما تبدأ الجملة بكلمات تفيد النفى أو الندرة مثل الظروف التالية:

Never, Seldom, Scarcely .... when, Hardly .... when, No sooner .... than, In no circumstances, Nowhere, Only by, At no time, etc.

e.g. Never *have* **I** seen him so depressed.
Hardly *had* **he** arrived than he phoned his wife.
Only by sheer hard work *did* **he** achieve his prominent position.
Under no circumstances *will* **I** marry you.

وكذلك عندما تبدأ الجملة بكلمات العطف المنفية التالية:

Neither, Nor, Not only

e.g. Neither *did* **he** speak nor *did* **she**.
Not only *was* **he** handsome, but he was also intelligent.

٣- عندما تأتى So .... that فى أول الجملة (So = too):

e.g. So angry *was* **he** that he could hardly speak.

٤- عندما تأتى So بمعنى "وكذلك" مع فاعل ثانى غير فاعل الجملة الأولى:

e.g. He speaks French like a native. So *does* **she**.

٥- فى الجملة الشرطية عندما لا نستعمل If وأخواتها (الشرط الخفى hidden conditional):

e.g. *Had* **I** been there, I would have advised him.
Should **he** change his mind, please inform me.
Were **he** a man, he wouldn't grovel like this.

٦- فى الأمر المنفى باستعمال you:

e.g. *Do*n't **you** ever speak to me again.

جـ- الترتيب الخاص Special word order:

فى بعض الحالات، ولإعطاء معنى درامى قوى، وخاصة عندما تبدأ الجملة بظرف مكان مثل: Here, There, Up, Down, In the town square, etc.:

وفى هذه الحالات ينعكس موضع الفاعل والفعل نفسه وليس الفعل المحدود الخاص فقط مثل النوع السابق، ونلاحظ فى هذا الاستعمال الآتى:

١- يكون الفاعل اسما noun وليس ضميرًا.

٢- يستعمل مع بعض أفعال الحركة والسكون مثل: come, go, stand, sit, lie, etc.

e.g. Here *comes* **the bride**! → Here she comes!
Up *went* **the balloon**! → Up it went!
Into the Nile *dived* **the man**! → Into the Nile he dived!

Exercises

★★XIV. Rewrite the following sentences beginning with the words in black:

1. I've **seldom** seen him so angry.
2. He was **so** happy that he give all the money in his packet to those with him.
3. The submarine went **down.**
4. He **neither** paid his debts nor asked for a postponement.
5. I saw him **nowhere.**
6. He could **hardly** walk when he was attacked by polio.
7. He was **not only** foolish but also extravagant.
8. If he **had** arrived early, I would have been waiting for him.
9. If he **should** tell you another story, tell him that he's liar.
10. I will meet him **under no circumstances whatsoever.**

★★XV. Rearrange the following groups of words into sensible sentences:

1. Operate - afraid - was - he - the - die - patient - because - let - he - to
2. Peace - talks - Do - in - Madrid - succeed - you - will - think - the - ?
3. Gagarin - Earth - space - fly - to - man - first - was - the - Russian - the - round - the - in.
4. did - meet - convention - whom - yesterday - you - at - the - ?
5. expensive - him - an - give - on - account - I - no - will - such - present

Practical applications ★★تطبيقات عملية

أولا: كيف نحول جملتين بسيطتين (أو أكثر) إلى جملة بسيطة واحدة؟

الجملة البسيطة هى التى تحتوى على فعل محدود واحد. ولذلك لابد من التخلص من الفعل (أو الأفعال) الموجودة فى الجملة (أو الجمل) الأخرى. أى أن إحدى الجملتين نحولها إلى شبه جملة phrase، ويمكن عمل ذلك بست طرق هى:

الطريقة الأولى: استعمال المصدر بدون to:

ويكون هذا عادة عندما يكون هناك أحد أفعال الحواس مثل:

Verbs of senses and perception as:

see, hear, listen, taste, watch, observe, feel, smell, etc.

e.g. The thief **broke** the window. Maha **saw** him.
Maha **saw** the thief *break* the window. (*infinitive*)

e.g. The singer **sang** a song. Mona **listened** to him.
Mona **listened** to the singer *sing* a song.

الطريقة الثانية: استعمال المصدر مع to:

١- عند وجود فعل غرضى of purpose مثل:

want, desire, wish, like, hope, intend, etc.

وفى هذه الحالة نقوم بإلغاء فعل الغرض. ويمكن استعمال in order to:

e.g. He **wanted** *to succeed*. He **studied** hard.
He studied hard (in order) *to succeed*.

e.g. He **wished** *to become* a millionaire. He **saved** money.
He **saved** money (in order) *to become* a millionaire.

٢- عندما تكون الجملة الثانية منفية negative ونتيجة result للأولى، نستعمل التركيب:

too (adjective or adverb) *to* (infinitive)

وإذا كان فاعل الجملة الثانية مختلفا عن فاعل الجملة الأولى نضيف:

for (the other subject)

e.g. He **was** very sea-sick. He **couldn't eat**.
He **was** *too* sea sick *to eat*.

e.g. It is very cold. We cannot go swimming.
It **is** *too* cold for us *to go swimming*.

٣- عندما تكون الجملة الثانية مثبتة positive ونتيجة للأولى، نستعمل التركيب:

(adjective, adverb, noun) *enough to* (infinitive)

e.g. He **is** rich. He **can buy** anything.
He **is** rich *enough to buy* anything.
It **is** very warm. We *can go swimming*.
It **is** warm *enough* for us *to go swimming*.

الطريقة الثالثة: استعمال اسم المفعول past participle:

لعمل شبه جملة وصفية adjective phrase:

e.g. He **bought** a car. It **was stolen** from me.
He **bought** a car *stolen* from me.

e.g. She **read** a book. It **was written** by hand.
She **read** a book *written* by hand.

الطريقة الرابعة: استعمال اسم الفاعل present participle:

عندما يكون فاعل الجملتين واحدًا:

e.g. He **walked** home. He **ran into** his friend.
Walking home, he **ran into** his friend.

e.g. He **looked up**. He **saw** a star.
Looking up, he **saw** a star.

الطريقة الخامسة: استعمال حرف جر مع اسم noun أو مع اسم الفعل gerund:

e.g. I **thanked** him. He **repaired** the car.
I **thanked** him *for repairing* the car.

e.g. He **wept** with joy. He **heard** the news of his success.
He **wept** with joy *on hearing* the news of his success.

الطريقة السادسة: استعمال الصفة adjective:

e.g. I **ate** an apple. It **was** delicious.
I **ate** a *delicious* apple.

e.g. He **bought** a bag. It **was** full of onions.
He **bought** a bag *full* of onions.

ويمكن استعمال أكثر من طريقة عند وجود أكثر من جملتين:

e.g. He **was driving** home. He **saw** his friend. His friend **was waiting** for the bus.
Driving home, he **saw** his friend *waiting* for the bus.

e.g. I **felt** hungry. I **entered** a restaurant. I **wanted** *to have* lunch.
Feeling hungry, I **entered** a restaurant *to have* lunch.

Exercise

★★XVI. Join the following simple sentences into one simple sentence:

1. Nermeen bought a cat. It was Siamese.
2. The plane took off. We watched it.
3. The question was very difficult. The boy couldn't solve it.
4. A bridge has been built. It crosses the river.
5. He left in a hurry. Do you know why?
6. The gun went off. I heard it.
7. The books are rare. They are written by hand.
8. Ali made many mistakes. His boss was angry with him.
9. He was lazy. He didn't pass the test. The test was easy.
10. He camped near a lake. The lake was surrounded by hills. The hills were green.

11. The people saw the film. They left the cinema.
12. Horses are afraid. They are dangerous.
13. I watched the builders. They were building a restaurant .
14. Nabil wished to visit Rome. He got himself a visa.
15. It was very dark. They lost their way.
16. I went to the stadium. I intended to see the all African Games.
17. I quarrelled with him. He had broken our window.
18. I congratulated him. He succeeded.
19. He was regaining his health. He could eat anything.
20. He always drives carefully. He doesn't want to meet with an accident.

ثانيًا: كيف نحول جملة مركبة إلى جملة بسيطة؟

لما كانت الجملة المركبة compound sentence تتركب من جملتين بسيطتين (أو أكثر) يضمهما حرف عطف، فنتبع نفس الطرق السابقة مع التخلص من حرف (أو حروف) العطف:

e.g. The car **was** old but it **was** in good condition.
The *old* car **was** in good condition. (using adjective)

e.g. She **opened** the door and **let** the cat out.
Opening the door, she **let** the cat out. (using pres. part.)

e.g. **Work** hard or you **will not succeed**.
Work hard *to succeed*. (using infinitive with "to")

وفى بعض الأحيان قد نحتاج إلى التصرف بتغيير بعض الكلمات مع الاحتفاظ بالمعنى العام التقريبى:

e.g. He **must not steal** or he **will be sent** to prison.
Stealing will send him to prison. (using gerund)

e.g. The rain **began** to fall, accordingly we **went** home.
The rain *beginning* to fall, we **went** home. (using gerund)
or, The rain **began** to fall *sending* us home. (using pres. part.)

Exercise

★★XVII. Change the following compound sentences into simple ones:

1. He bought a car but it was old.
2. The runner intended to win the gold medal; therefore he did his best.
3. His leg was hurt; so he couldn't play football.
4. The dog was hungry and we fed it.
5. I've known him for many years but I've never liked him.
6. The house is old and small but it's cheap.
7. It was very hot; so I took off my coat.
8. The poor man was not only cold and tired but he was also hungry.
9. The car is old but it's still in excellent condition.

10. He was invited to dinner, but he politely refused the invitation.
11. The water was very cold, but he jumped into it.
12. He bought the morning newspaper from the news-stand and started to read it while walking.
13. Do you want to buy this car or is it too expensive?
14. You must drive carefully or you'll have an accident.
15. He arrived late; so he missed his bus.
16. He slipped out of the room, but I noticed him.
17. He brought us a present and I thanked him.
18. I tried to read the book but it was written in Italian.
19. They made efforts but failed and they were given a last chance.
20. He must return the money at once or he'll be punished

ثالثا: كيف نحول الجملة المعقدة complex sentence إلى جملة بسيطة؟

لمّا كانت الجملة المعقدة تحتوى على عبارة رئيسية main or principal clause وعبارة (أو عبارات) تابعة subordinate clause(s) فإن عملنا ينصب غالبا على العبارات التابعة بالتخلص من فعلها المحدود.

فنحول العبارة الاسمية noun clause إلى اسم أو شبه جملة اسمية

ونحول العبارة الوصفية adjective clause إلى صفة أو شبه جملة وصفية.

ونحول العبارة الظرفية adverb clause إلى ظرف أو شبه جملة ظرفية.

وتحويل العبارات clauses إلى أشباه جمل phrases أو العكس عملية ضرورية لفهم تراكيب وأساليب التعبير المختلفة فى اللغة الإنجليزية، وهى ليست عملية ميكانيكية، ولكنها تحتاج إلى فهم وتعديل فى الكلمات بالإضافة والحذف لنعطى أقرب معنى لمعنى العبارة التى قمنا بتغييرها.

أمثلة على تحويل الجمل المعقدة إلى جمل بسيطة (تحويل العبارات إلى أشباه جمل بالتخلص من فعل الجملة التابعة غالبا):

A. Complex sentences with noun clauses:

noun clause → noun or noun phrase

e.g. 1. How the prisoner **escaped is** a mystery.
The prisoner's (method of) escape **is** a mystery.
2. He **told** me where he **works**.
He **told** me the place (address) of his work.
Or: He **told** me the whereabouts of his work.
3. She **laughed** at what he **said**.
She **laughed** at his jokes (tales, stories).
4. This **is** how he **sings**.
This **is** his way (manner, method) of singing.

5. The story of why he **committed** suicide **was** well known.
   The reason for his suicide **was** well known.
6. He **said** that he **was** lonely.
   He **told** us about his loneliness.
7. She **asked** whether she **could go** home.
   She **asked** permission to go home.

B. Complex sentences with adjective (relative) clauses:

adjective phrase → adjective or adjective phrase

e.g. 1. The man who **is called** Hany **did** the job.
The man called Hany, **did** the job.
Or: Hany **did** the job.
2. Mr. Awad, whom you **visited** yesterday **is** dead.
Mr. Awad, your host of yesterday **is** dead.
3. Fatima, who **owns** the blue BMW, **is** downstairs.
Fatima, the owner of the blue BMW, **is** downstairs.
4. The book which you **recommended** me to read **was** excellent.
The book recommended by you **was** excellent.
5. The advice you **gave caused** me much trouble.
Your advice **caused** me much trouble.
Or: The advice given by you **caused** me much trouble.

C. Complex sentences with adverb clauses:

adverb clause → adverb or adverb phrase

ويكون ذلك بالتخلص من الفعل واستعمال اسم يناسب معنى الفعل، وكذلك تغيير حروف العطف للتبعية إلى ألفاظ مناسبة كما هو موضح، ثم استعمل عقلك للوصول إلى أقرب معنى ممكن للجملة الأصلية:

1. Manner:

Clause ⟶	⟶ **Phrase**
as as if as though	as, according to (noun), in a (adjective) way (manner), with (noun), like (noun)

e.g. 1. He **made** the door *as* I **told** him.
He **made** the door *according to* my orders (instructions).
2. She **talked** *as if* she **were singing**.

She **talked** *in a singing way* (manner, fashion).

3. He **smiled** *as though* he **were** pleased.
   He **smiled** *with* (fake) pleasure.
4. He **ran** *as if* the devils **were pursuing** him.
   He **ran** *like* a haunted person.

or: He **ran** *in* great fear.

5. She **did** her work *as* it **should be done**.
   She **did** her work *correctly* (properly, well).

2. Time:

Clause ———	→ Phrase	
when	on, at, in	+ noun or gerund
after, before	after, before	
as, while	during, while	
till, until	till, until	
since	since + poss. adj.	
as soon as, no sooner .... than, scarcely .... when, hardly .... when	immediately on, on, as soon as + poss. adj.	

e.g.
1. *When* he **saw** his mother, he **ran** towards her.
   On seeing his mother, he **ran** towards her.
2. *While (As)* his friends **fought** with the enemy, he **hid** himself.
   During his friends' fight with the enemy, he **hid** himself.
3. *While (As)* I **was singing**, I **coughed**.
   While singing, I **coughed**.
4. *After* he **had locked** the doors, he **went** to sleep.
   After locking the doors, he **went** to sleep.
5. *As soon as* he **arrived**, he **started** talking.
   Immediately on arrival (arriving), he **started** talking.
6. I **have not seen** him *since* he **returned** from the USA.
   I **have not seen** his *since his* return from the USA.

3. Place:

Clause ———	→ Phrase
where, wherever, whence anywhere	in, at, on, etc., everywhere, nowhere

e.g.
1. She **goes** with him *wherever* he **goes**.
   She **goes** with him *everywhere*.

2. The sun **was** *where* the sea **meets** the sky.
   The sun **was** *at* the horizon.
3. You **can go** *whence* you **came**.
   You **can go back**.

4. Cause (Reason):

Clause →	→ Phrase
because, for, since, as	because of, for, due to, on account of, owing to → + poss. adj. + noun or ger.

e.g.
1. He **could not speak** *because* he **had** laryngitis.
   He **could not speak** *because of* his laryngitis.
2. He **got** angry *since* she **was** late.
   He **got** angry *on account of* her lateness.
3. She **drove** fast *as* she **was** late.
   She **drove** fast *owing to* her being late.
4. He **studied** hard *because* he **wanted** to succeed.
   He **studied** hard *due to* his need to succeed.

5. Result (Consequence):

Clause →	→ Phrase
so .... that, such .... that	too (adj. or adv.) to (infinitive), (adj. or adv.) enough to (infinitive)

e.g.
1. He **is** *so* weak *that* he **can't sit** in bed.
   He **is** *too* weak *to* sit in bed.
2. He **is** *so* rich *that* he **can buy** governments.
   He **is** rich *enough to* buy governments.
3. The soldier **fought** *so* bravely *that* he **was decorated**.
   The soldier **fought** bravely *enough to* be decorated.
4. They **are** so kind that they **give** their own supper to the poor.
   They **are** kind *enough to* give their own supper to the poor.

6. Purpose:

Clause ——	——→ **Phrase**
in order that, so that, that, lest	to, in order to, so as to, not to, in order not to, so as not to + infinitive for fear of + noun or gerund

e.g. 1. We **went** to the theatre *in order that* we **may see** the play.
We **went** to the theatre *in order to* see the play.
2. He **ran** all the way *lest* he **should be** late.
He **ran** all the way *for fear of* being late.
3. She **ran** every day *that* she **may win** the race.
She **ran** every day *to* win the race.

7. Contrast (Concession):

Clause ——	——→ **Phrase**
although, though, whatever, however	in spite of, despite, for all, with all + poss. adj. + noun or gerund

e.g. 1. *Although* she **was** excessively fat, she **was** a good dancer.
In spite of her excessive fatness, she **was** a good dancer.
or: *For all* her excessive fatness, she **was** a good dancer.
2. *Although* he **was** very strong, he **was** a coward.
Despite his great strength, he **was** a coward.
3. He **is** ugly, *however* girls **adore** him.
For all his ugliness, girls **adore** him.

8. Condition:

Clause ——	——→ **Phrase**
If, unless, as long as, so long as, otherwise, suppose, supposing that, provided, provided that, on condition that, etc., (had, were, should)	but for, without, in case of, by] → + poss. adj. + noun or gerund

e.g. 1. *If* you **need** anything, **ask** your father.
In case of your needing anything, **ask** your father.
2. *Unless* you **return** early, **I'll have** to tell the boss.
In case of your not returning early, **I'll have** to tell the boss.
3. *If* you **hadn't arrived**, I **would have been beaten** to death.

But for your arrival, I **would have been beaten** to death.

4. **Hadn't** he **seen** you, he **would have told** the Police.
   Without his seeing you, he **would have told** the Police.

9. Comparison:

Clause ———	———→ Phrase
than, as .... as, two (three) times, etc.	comparative + than, of + poss. adj. + noun or gerund, of the same + noun + as, of a + comparative

e.g. 1. A TV camera **costs** more *than* a TV set **does.**
   A TV camera **is** costlier *than* a TV set.
2. They **bought** more food *than* they **needed.**
   They **bought** more food *than* their need.
3. The vegetables **cost** *as* much *as* they **did** last week.
   The vegetables **are** *of the same* price *as* last week.

10 Degree:

Clause ———	———→ Phrase
as .... as, two (three) times as	of the same degree as three times (comparative adj.)

e.g. 1. He **studied** *as* hard *as* one **does** for the finals.
   His studies **were** *of the same degree as* those for the finals.
2. He **worked** *three times as* hard *as* an ordinary man **does.**
   He **worked** *three times* harder *than* an ordinary man.

11. Proportion:

Clause ———	———→ Phrase
as .... as .... so the .... the	in proportion to

e.g. 1. *The* older you **get**, *the* more responsibility you'**ll have** to carry.
   You'**ll have** to carry responsibility *in proportion to* your age.
2. *As* hard *as* you **work,** *so* you'll **get paid.**
   You'**ll get paid** *in proportion to* your work.

12. Preference:

Clause →	Phrase
rather than, sooner than (that)	prefer + (noun or gerund) + to + (noun or gerund) like + noun + more than + noun

e.g. 1. I **would walk** on fire *rather than* **stay** with her.
I **prefer** walking on fire *to* staying with her.
Or: I **like** walking on fire *more than* staying with her.
2. She **would** *sooner* **become** a spinster *than* that she marries him.
She **prefers** becoming a spinster *to* marrying him.
Or: She **likes** becoming a spinster *more than* marrying him.

13. Exception:

Clause →	Phrase
but that, except that	but (for), except (for)

e.g. 1. We **had** a great time, *except that* the weather **was freezing**.
We **had** a great time *except for* the freezing weather.
2. He **would have enjoyed** her company *but that* she **talked** too much.
He **would have enjoyed** her company *but for* her talking too much

لاحظ: الأسئلة على هذا الموضوع تفرق بين الطالب العادى و الطالب المتفوق لأنه نادرًا ما يأتى السؤال مباشرًا ويقول لك حوّل العبارة clause إلى شبه جملة phrase أو العكس، ولكنه يأتى عادة بأحد الصيغ التالية ليختبر قدرتك على فهم وتطويع اللغة الإنجليزية:

1. Rewrite each sentence so that its meaning remains unchanged, beginning with the word given.

1. The police are advising vigilance *as* there have been more robberies lately.

- Due to .....

كما ترى فالممتحن يرغب فى استبدال as التى تبدأ عبارة ظرفية للسبب ويضع بدلا منها due to التى تبدأ شبه جملة ظرفية للسبب. وبذلك يكون الحل:

Due to the late increase in the number of robberies, the police are advising vigilance.

2. We will always remember these days together *at* our meetings in the future.

- Whenever ....

يطلب الممتحن استبدال شبه الجملة الزمنية التى تبدأ بـ at بعبارة زمنية تبدأ بـ whenever.
وبذلك يكون الحل:

Whenever we should meet in the future, we will always remember these days.

3. I haven't enjoyed myself so much *for* years.

- It's been years ......

يطلب الممتحن استبدال شبه الجملة الزمنية for years بعبارة زمنية. وبذلك يكون الحل:

It's been years *since* I enjoyed myself so much.

4. I had expected the weather to be *worse.*

- The weather was not ......

يطلب الممتحن استبدال شبه جملة المقارنة بعبارة. وبذلك يكون الحل:

The weather was *not as bad as* I had expected.

2. Rewrite the sentence without changing its meaning, and use the verb (adjective, noun, etc.) of the underlined word.

1. She *prefers* reading *to* watching TV. (use the verb)
She would *rather* read *than* watch TV.
2. *If* you hadn't worked hard, you would have failed. (use the gerund)
But for your working hard you would have failed.
3. *Since* he *joined* the army, he has received two medals. (use the gerund)
Since joining the army, he has received two medals.
4. *Immediately on* receiving the telegram, I travelled to Suez. (use verb)
As soon as I received the telegram, I travelled to Suez.

Exercise

★★XVIII. Change the following complex sentences into simple ones:

1. The man who is driving the car is my brother.
2. A man whose coat is black will meet you at the bus stop.
3. Do you know where our hotel is?
4. We asked him why he sold his car.
5. I'm sorry I couldn't come in time.
6. He flew to London so that he might visit his uncle.
7. The questions were so difficult that he couldn't answer them.
8. When the astronauts reached the moon, they raised the flag.
9. He kept the money in the bank in order that he might not spend it.
10. The ground was wet because it was raining.
11. He has taken his punishment as a man should.
12. If he walked faster, he wouldn't miss his train.
13. He admitted that he had stolen the money.
14. That was the reason why he got angry with me.

15. Speak slowly to him so that he may understand you.
16. He sat down after he had taken off his hat and overcoat.
17. They lost the game because they played badly.
18. He acted as though he were a judge.
19. Nothing will please me more than that I should see you again.
20. He jumped from the second floor window lest he should be caught by the police.

الفصل الثالث عشر

★★★التحليل والإعراب Analysis and Parsing

التحليل Analysis هو تقسيم الجملة إلى أجزائها القواعدية الرئيسية:

ففى الجملة البسيطة simple sentence: نحدد الفاعل subject والفعل verb والمفعول به object والتكملة complement، وكذلك تطويلاتهم enlargements.

وفى الجملة المركبة compound sentence: نحدد الجُمل البسيطة التى تكونها وكذلك نحدد نوع الصلات التى تربطها معا.

وفى الجملة المعقدة complex sentence: نحدد العبارة الرئيسية والعبارات الفرعية وأنواعها.

تحليل الجملة البسيطة Analysis of a Simple Sentence

نعمل جدولا نبدأ فيه بالفاعل subject، يتبعه تطويله enlargement
ثم بالمسند أو الفعل predicate or verb ويتبعه تمديده extension
ثم التكملة complement
ثم المفعول به object ويتبعه تطويله enlargement

لاحظ:

١- نُعرف المفعول به المباشر (d) وغير المباشر(ind) فى حالة وجود مفعولين.
٢- نضع تكملة المفعول (oc) فى خانة المفعول به مع تعريفه.
٣- راجع الفصل السابق لمعرفة كيفية معرفة الفاعل والمفعول والتكملة، الخ.

e.g. 1. He became a rich man.
2. The old blind man gave the girl a red rose.
3. The old king died painfully in bed.
4. They called him uncle.

Subject	**enlarge.**	**Predicate**	**exten.**	**Complement**	**Object**	**enlarge.**
1. He	---	became	---	a rich man	---	---
2. man	the old blind	gave	---	---	rose (d) girl (ind)	a red the
3. king	the old	died	painfully in bed	---	---	---
4. They	---	called	---	---	him uncle (oc)	---

وعند تحليل جمل الأمر والتعجب والاستفهام نحولها إلى جمل إخبارية عادية في المسودة لتسهيل التحليل:

e.g. 1- Go home. → (You) go home.
2. What a perfect night! → (It) (is) a perfect night.
3. Whom did you meet? → You did meet (= met) whom.
4. When did he arrive? → He did arrive (= arrived) when.
5. Who killed the cat? → Who killed the cat.
6. Has he arrived yet? → He has arrived yet.

Subject	**enlarge.**	**Predicate**	**exten.**	**Complement**	**Object**	**enlarge.**
1. (You)	---	go	home	---	---	---
2. What = (It)	---	(is)		a perfect night	---	---
3. You	---	did meet	---	---	whom	---
4. he	----	did arrive	when	---	---	---
5. Who	---	killed	---	---	cat	the
6. he	---	has arrived	yet	---	---	---

Exercises

★ ★ ★ I. Analyse the following simple sentences:

1. Birds of every kind sing in this forest.
2. Young children rarely read serious books.
3. What is the time?
4. Open the door.
5. How exciting that sounds!
6. He wished her dead.
7.The young bride looked lovely.
8. Where are you going?
9. He gave me two books.
10. The old gentleman was a doctor.
11. The statue was ten meters high.
12. Two dogs chased each others.
13. I believed him my friend.
14. He fell ill.
15. His new wife made him miserable.
16. The milk turned sour the next day.
17. He arrived at the office yesterday.
18. Much learning has made you mad.
19. The Archbishop crowned Henry King of England.
20. We shall name this baby Omar.

Analysis of a Compound Sentence تحليل الجملة المركبة

يتم ذلك بتحليل الجملة المركبة إلى عناصرها أى إلى الجمل البسيطة التى كونتها، مع تحديد نوع الصلة التى تربط بين هذه الجمل البسيطة.

وكل جملة بسيطة تتكون حول فعل واحد محدود (له زمن)، ولذلك فأول خطوة هى تحديد عدد الأفعال المحدودة ثم استخراج الجمل البسيطة، هكذا:

e.g. The captain **brought**[1] his ship to land, *and* **was** highly **praised**[2] by his company; *yet* his crew **was**[3] very angry.

نجد أن الأفعال المحدودة finite verbs فى هذه الجملة ثلاثة، وهى:

brought, was praised, was

أى أن هذه الجملة المركبة تتكون من ثلاث جمل أو عبارات بسيطة. وللحل نعمل جدولا من عمودين:

فى العمود الأول نكتب الجمل البسيطة وتحتها حروف العطف المستعملة،

وفى العمود التالى نكتب نوع هذه الجملة وعلاقتها بالجمل الأخرى،

هكذا:

Clause	Kind
A. The captain brought his ship to land. *and*	Simple clause. Coordinating copulative with clause **B** Coordinating adversative with clause **C**
B. (the captain) was highly praised by his company *yet*	Simple clause. Coordinating copulative with clause **A**. Coordinating adversative with clause **C**.
C. his crew was very angry.	Simple clause. Coordinating adversative with clauses **A** and **B**.

مثال آخر:

e.g. Many students **can write**[1] English *but* they **can't speak**[2] it very well; *so* they **have**[3] to practise listening and speaking.

Clause	Kind
A. Many students can write English *but*	Simple clause. Coordinating adversative with clause **B**
B. they can't speak it very well *so*	Simple clause. Coordinating adversative with clause **A** Coordinating illative with clause **C**
C. they have to practise listening and speaking	Simple clause. Coordinating illative with clause **B**

راجع فصلى حروف العطف والجملة.

لاحظ أن العلاقات بين عبارات الجملة المركبة تكون أحد الآتى:

١- تنسيقية تزاوجية Coordinating copulative

٢- تنسيقية تزاوجية منفية Negative coordinating copulative

٣- تنسيقية تضادية Coordinating adversative
٤- تنسيقية إختيارية Coordinating alternative
٥- تنسيقية منطقية Coordinating illative

حاول الآن تحليل الجمل البسيطة التى استخرجتها من الجمل المركبة.

Exercises

★★★II. Analyse the following compound sentences:

1. The girl closed the door and walked away.
2. The children finished their lessons and went home but they were late.
3. We decided to go to the seaside but it was foggy and we couldn't see anything.
4. They couldn't decide what to do; therefore they asked for my advice and I gave it to them.
5. They are either asleep or they went for a visit and haven't returned yet.

Analysis of the Complex Sentence تحليل الجملة المعقدة

الغرض هو تحديد العبارة الرئيسية principal or main clause والعبارات الفرعية subordinate clauses وتحديد وظيفتها.

ويتم ذلك كما يلى:

١- نحدد الأفعال المحدودة finite verbs فى الجملة المعقدة لتحديد عدد العبارات فى الجملة (كل عبارة تتكون حول فعل محدود):

e.g. As he **believed**[1] the report that **said**[2] that their king **was killed**[3] he **felt**[4] sad.

فى هذه الجملة المعقدة نجد أربعة أفعال محدودة هى:

believed; said; was killed; felt

٢- ثم نبحث عن العبارة الرئيسية main clause وهى العبارة التى يدور حولها الحديث، وهى غالبا ذات معنى كامل. نجد أنها:

he felt sad.

٣- نعمل الجدول التالى من عمودين، ونكتب العبارات منفردة فى ناحية، ونكتب نوعها فى الناحية الأخرى سواء كانت رئيسية أو فرعية، وإذا كانت فرعية فنحدد نوعها (اسمية أو وصفية أو ظرفية)، ثم نحدد وظيفتها فى الجملة (فبالنسبة للجملة الاسمية هل هى فاعل أو مفعول به ولأى فعل أو حرف جر، وبالنسبة للجملة الوصفية فنحدد ما أو ماذا تصف، وبالنسبة للجملة الظرفية فنحدد نوعها: زمنية أو مكانية أو سببية أو شرطية الخ).

⇩

Clause	Kind
A. he felt sad.	Principal clause
B. *As* he believed the report	Subordinate adverbial clause of reason (for verb "felt" in main clause)
C. *that* said	Subordinate adjectival clause (qualifies the noun "report" in clause B)
D. *that* their king is dead	Subordinate noun clause (object to the verb "said" in clause C)

راجع فصلى حروف العطف والجملة.

Exercises

★★★III. Analyse the following complex sentences (Pick out the principal clause, the subordinate clause (s) and tell their kind and their function):

1. The Pepsi bottle that is in the refrigerator is mine.
2. That is the car I intend to buy.
3. I'll ask him if he remembers the last visit.
4. The pirates, who had hidden the treasure on the island, went back again because they thought that they could now remove it with safety.
5. He opposed all such laws that declared no one might hold land.

الإعراب Parsing هو تحديد الماهية الفعلية لكل كلمة فى الجملة (أى تحديد إلى أى قسم من أقسام الكلام تنتمى هذه الكلمة: اسم أو فعل أو صفة الخ)، ثم نذكر تفاصيل هذه الكلمة (أى إذا كانت اسما، نحدد نوع الاسم، وهل هو جمع أم مفرد، وهل هو مذكر أم مؤنث، الخ.)، ثم نذكر وظيفة هذه الكلمة فى الجملة (أى هل هى فاعل أم مفعول به ولأى فعل، أو هل تصف اسما أو تعدل فى معنى فعل، الخ).

أى أن المطلوب منا هو الآتى:

١- ذكر لأى جزء من أجزاء الكلام part of speech تنتمى هذه الكلمة؟
٢- ذكر تفاصيل هذه الكلمة أى نوعها kind.
٣- ذكر علاقة هذه الكلمة بالكلمات الأخرى فى الجملة أى وظيفتها work done.

ولفهم ذلك، ادرس المثال التالى:

She jumped over the fence.

نعمل الجدول التالى:

Word	Part of Speech	Kind	Work Done
She	pronoun	personal pronoun, 3rd person, singular, feminine, nominative case	subject to verb "jumped"

jumped	verb	intransitive, past tense, 3rd person singular of the regular verb "to jump", indicative mood	agrees with its subject "she"
over	preposition	preposition of place	governs noun "fence"
the	adjective	determinative, definite article	determines noun "fence"
fence	noun	common, singular, neuter, 3rd person, objective case	object to (governed by) preposition "over"

لاحظ أن الكلمة يحدد ماهيتها الوظيفة التى تقوم بها فى الجملة، فمثلا كلمة **fast** قد تكون:

1. verb:	Moslems **fast** Ramadan.
2. adjective:	He drove a **fast** car.
3. adverb:	She ran **fast**.
4. noun:	He felt sick and had to break his **fast**.

Exercises

★★★IV. Parse the following simple sentences:

1. I ran to the airport.
2. The smallest boy kicked the ball.
3. Why was he late?
4. A man saw him.
5. Two men laughed loudly.

الفصل الرابع عشر

★الكلام المباشر وغير المباشر
Direct and Indirect Speech

عندما نريد أن ننقل ما يقوله شخص ما فهناك طريقتان:

الأولى هى: الكلام المباشر Direct Speech:

وهى أن نكرر كلام هذا الشخص بالنص الحرفى، ونضع هذا الكلام بين علامات اقتباس أو شولات مقلوبة (“ ”) quotation marks or inverted commas.

e.g. Hekmat said to Mona, “I bought a car yesterday.”

والثانية هى: الكلام غير المباشر أو المنقول Indirect or Reported Speech:

وهى أن ننقل فحوى أو معنى كلام هذا الشخص، وفى هذه الحالة لا يوضع الكلام بين علامات اقتباس، ويتم بعض التغييرات فى الكلام.

e.g. Hekmat told Mona that she had bought a car the day before.

لاحظ: أن الكلام المباشر وغير المباشر يتكونان من جملة معقدة complex sentence تتركب فى أبسط صورها من:

١- **جملة رئيسية main clause:** تحتوى على فعل القول مثل أفعال:
say, tell, ask, add, etc.

٢- **عبارة اسمية تابعة subordinate noun clause:** وهى القصة أو الخبر المحكى، وتوضع بين علامات اقتباس (“ ”) فى الكلام المباشر، ويفصلها فاصلة comma عن الجملة الرئيسية. أما فى الكلام غير المباشر فلا يوجد فاصل بين الجملة الرئيسية والعبارة الفرعية. ونلاحظ أيضا أن العبارة التابعة تبدأ فى الكلام المباشر بحرف كبير Capital.

لاحظ الجمل التالية، وكيف حللناها:

	Main Clause	Subordinate Clause
Direct speech	Tati said to Ali	, “I'm sorry for being late.”
Indirect speech	Tati told Ali	that she was sorry for being late.
Direct speech	Nadia said	, “Where is the newspaper?”
Indirect speech	Nadia asked	where the newspaper was.”

كيف نحول الكلام المباشر إلى غير مباشر؟

يتم ذلك بعمل تغيير واحد فى الجملة الرئيسية main clause، وخمسة تغييرات فى الجملة الفرعية subordinate clause كما يلى:

أولا: التغييرات التى نقوم بها فى الجملة الرئيسية:

يتغير فعل القول ليناسب صيغة أو أسلوب mood الجملة التابعة:

لاحظ أن زمن فعل القول يبقى كما هو

Tense of saying verb remains unchanged.

أ- الجملة الخبرية Statement:

say → **say, tell, report, assure, answer, add, explain, observe, inform, etc.**

e.g. He **says**, "I will be late tomorrow." →
He **says** that he will be home tomorrow.

e.g. He **said** to me, "I hope to see you tomorrow." →
He **told** me that he hoped to see me the next day.

e.g. He **said**, "I am in good health." →
He **assured** me that he was in good health.

ب- الاستفهام (السؤال) Interrogative (question):

say → **ask, inquire, want to know, wonder, etc.**

e.g. He **said**, "Where were you yesterday?" →
He **asked** where I had been the day before.

e.g. She **said** to him, "Did you have your breakfast?" →
She **wanted to know** if he had had his breakfast.

e.g. He **said**, "Where have you been all morning?" →
He **inquired** where he had been all morning.

جـ- الأمر والطلب والنصيحة Commands (orders), Requests and Advice:

say →
- ***Commands:*** **ask, tell, order, command, etc.**
- ***Requests:*** **ask, beg, implore, entreat, request, etc.**
- ***Advice:*** **advise, warn, urge, recommend, remind, etc.**

Commands:

e.g. The officer **said**, "Fire!" →
The officer **ordered** (commanded, told) his men to fire.

e.g. The teacher **said**, "Don't make a noise." →
The teacher **told** them not to make a noise.

Requests:

e.g. She **said**, “Please, forgive me!” →
She **asked** (begged, implored, entreated) him to forgive her.

e.g. The beggar **said**, “Please, give me some food.” →
The beggar **begged** for some food.

Advice:

e.g. Ali **said** to Hassan, “Wear a suit for the interview.” →
Ali **advised** (urged, recommended, reminded, warned) Hassan to wear a suit for the interview.

e.g. Nahed **said** to Ahmed, “Don’t trust Maher.” →
Nahed **warned** Ahmed not to trust Maher.

★★د- التعجب Exclamation:

say →
say with: sorrow, regret, feeling, disgust, pleasure, etc.
exclaim: sorrowfully, regretfully, feelingly, etc.
shout, cry, whisper, murmur, etc.

e.g. He **said**, “What a foolish idea!” →
He **exclaimed disgustedly** that it was a foolish idea.

e.g. The man **said**, “Alas, all is lost!” →
The **cried sorrowfully** that all was lost.

★ثانيا: التغييرات التى نقوم بها فى العبارة الفرعية:

أ- حذف علامات الوقف punctuation marks: وخاصة الفاصلة (,) التى بعد الجملة الرئيسية، وعلامات الاقتباس (” “)، وعلامات الاستفهام (?)، والتعجب (!)، وكذلك الحرف الكبير Capital letter من أول العبارة التابعة. ويبقى فقط الوقفة النهائية أو النقطة (.) فى نهاية الجملة.

e.g. He said to me, “The door keeper is absent today.” →
He told me that the door keeper was absent that day.

e.g. He said, “Where did you buy it?” →

He asked me where I had bought it.

٢- يتغير زمن Tense الجملة الفرعية كالآتى:

أ- إذا كان زمن الجملة الرئيسية (فعل القول) فى المضـارع بأنواعه أو المستقبل بأنواعه فلا تتغير أزمان أفعال الجملة التابعة، وكذلك لا تتغير ظروف الزمان أو المكان.

e.g. He *says*, "I **will come** tomorrow." →
He says that he **will come** tomorrow.

e.g. She *will say*, "I **forgot** to bring the book." →
She will tell us that she **forgot** to bring the book.

ب- إذا كان زمن الجملة الرئيسية (زمن فعل القول) فى الماضى بأنواعه، فيتغير زمن الجملة الفرعية إلى زمن أقدم:

فالحاضر present يتحول إلى ماض past، والماضى يتحول إلى ماض تام past perfect، أما الماضى التام فلا يتغير لعدم وجود فعل أقدم منه.

أما المستقبل future فيتحول إلى مستقبل فى الماضى future in the past، والمستقبل فى الماضى يتحول إلى مستقبل تام فى الماضى Future perfect in the past.

أما الأفعال المحدودة الخاصة special finite فتتحول إلى أفعال أقدم كما فى الجدول.

present simple	→	past simple	→	past perfect
present continuous	→	past continuous	→	past perfect cont.
present perfect	→	past perfect		لا يوجد فعل أقدم
present perfect cont.	→	past perfect cont.		لا يوجد فعل أقدم
future simple (will, shall)	→	future simple in the past (would, should)	→	future perfect in the past (would have, should have)
future continuous	→	future cont. in the past	→	future perfect cont. in the past
future perfect	→	future perfect in the past		
future perfect cont.	→	future perfect cont. in the past		
can	→	could, was (were) able to	→	could have
must	→	(usually) had to, was (were) to, (as future) must (as true present) should, would	→	had had to should (would) have
mustn't	→	wasn't to, weren't to		
ought to	→	should have to, was (were) to		
may	→	might, was (were)	→	might have

		allowed to		
needn't	→	needn't have to, didn't have to		
used to	→	used to, was (were) accustomed to		
dare	→	dared		

وفى الحقيقة ففى الأفعال المركبة (التى تتكون من فعل خاص محدود وأشكال غير محدودة للأفعال الأخرى) نقوم فقط بتغيير الفعل الخاص المحدود. وفى حالة عدم وجود فعل أقدم وعدم وجود بدائل أقدم نقوم باستعمال نفس الفعل المحدود.

e.g. He said, "I **smell** something burning." →
He told me that he **smelled** something burning.

e.g. She said, "I **visited** my aunt yesterday." →
She said that she **had visited** her aunt the day before.

e.g. He said, "She ***is*** **playing** in the garden." →
He said that she ***was*** **playing** in the garden.

e.g. She said to me, "He ***will*** **have finished** his work by seven." →
She told me that he ***would*** **have finished** his work by seven.

e.g. The officer said, "You ***must*** **not walk** on the grass." →
The officer told me that I ***was*** **not *to* walk** on the grass.

e.g. He said, "Ali ***should*** **be** here now." →
He said that Ali ***should have*** **been** there at that time.

e.g. She said, "I **used to play** tennis when I was young." →
She said that she **used to play** tennis when she was young.

٣- **تتغير الضمائر وصفات الملكية** كالآتى:

أ- يتحول الشخص الأول (المتكلم) إلى الشخص الثالث (الغائب)، أو يبقى كما هو إذا كان المتكلم هو نفسه الذى يقص ما حدث:

1st person	→	**3rd person**
I	→	he, she, it
we	→	they
me	→	him, her, it
us	→	them
my	→	his, her
our	→	their
mine	→	his, hers
ours	→	theirs

ب- يتحول الشخص الثانى (المخاطب) إلى الشخص الثالث (الغائب)، أو يتحول إلى الشخص الأول إذا كان المخاطب هو نفسه الذى يقص الحدث:

2nd person		**3rd person**	*or* **1st person**
you (subject)	→	he, she	I, we
you (object)	→	him, her	me, us
your	→	his, her	my, our
yours	→	his, hers	mine, ours

٤- تتغير ظروف الزمان والمكان التى تعنى القرب near إلى ما يعنى البعد far، وكذلك بعض الكلمات الأخرى:

near		**far**
here	→	there
now (الآن)	→	then, at that time
now (فوراً)	→	at once
ago	→	before
today	→	that day
tonight	→	that night
tomorrow	→	the next day
yesterday	→	the day before, the other day
last week	→	the week before
last month	→	the month before
this	→	that
these	→	those
thus	→	so
come	→	go (أحياناً)
yet	→	تُلغى غالباً

٥- تحدث التغييرات التالية فى أول الجملة التابعة حسب صيغتها أو أسلوبها mood:

أ- الجملة الخبرية Statement:

تبدأ بكلمة that بمعنى "أن"، ويمكن الاستغناء عنها:

e.g. He said, "They have discovered many stars with planets." →
He said (**that**) they had discovered many stars with planets.

e.g. She said, "I'm going home." →
She said (**that**) she was going home.

ب- الاستفهام Questions:

يبدأ بكلمة سؤال (Wh-word) أو بـ "if" أو "whether":

- إذا كان السؤال المباشر يبدأ بكلمة استفهام (Wh-word) نستعمل نفس الكلمة.
- إذا كان السؤال من نوع (Yes-No) نبدأ السؤال غير المباشر بـ “if” أو “whether” بمعنى "عما إذا".
- نجعل ترتيب الكلمات عاديا، أى نزيل عكس inversion الفاعل والفعل المساعد.

e.g. He said, “**Where** are you going?” →
He asked me **where** I was going.

e.g. She said to him, “**Do you** play the piano?” →
She asked him **if** (whether) he played the piano.

e.g. I said to him, “**Whom** did you meet yesterday?” →
I asked him **whom** he had met the day before.

e.g. He said me, “**Have you** got any money?” →
He asked me **if** (whether) I had got any money.

لاحظ: عدم وجود علامة الاستفهام فى السؤال غير المباشر.

جـ- الأمر والطلب والنصيحة Command, Request and Advice:

يتحول فعل الأمر إلى المصدر infinitive مسبوقا بـ “to” أو بـ “not to”:

e.g. He said, “**Close** the window.” →
He ordered them **to close** the window.

e.g. She said to the man, “Please, **help** me.” →
She begged the man **to help** her.

e.g. The teacher said to the students, “**Do not cheat**.” →
The teacher advised the students **not to cheat**.

★★د- التعجب Exclamation:

- يتحول التعجب إلى جملة خبرية ويعامل على هذا الأساس، أى تبدأ العبارة بـ that:

What → that it How → that it

e.g. He said, “**What** a beautiful garden!” →
He said with pleasure **that it** was a beautiful garden.

e.g. She said, “**How** kind of you to visit us!” →
She said with feeling **that it** was kind of him to visit them.

- أو تلغى العبارة الفرعية تمامًا، ويضاف معناها إلى العبارة الرئيسية:

e.g. She said, “**There goes the train**!” →
She exclaimed **on seeing the train leave**.

e.g. He said, “**Thank you**!” → He **thanked me**.
e.g. She said, “**Welcome**!” → She **welcomed me**.
e.g. He said, “**Yes**!” → He **agreed**.
e.g. She said, “**Ugh**!” → She **exclaimed with disgust**.
e.g. He said, “**No, I won’t**!” → He **refused**.
e.g. He said, “**Damn**!” → He **swore**

e.g. He said, "**Congratulations!**" → He **congratulated** me.

★★ملاحظات هامة:

١- الأساليب أو الصيغ المختلطة Mixed moods:

فى بعض الأحيان يكون الكلام مزيجا من الخبر والاستفهام والأمر والتعجب، وفى هذه الحالة نقدم لكل أسلوب بكلمة قول مناسبة:

e.g. He **said**, "I don't know the way. Do you?" (خبر + سؤال) →
He **told** me that he did not know the way, and **asked** me if I did.

e.g. He **said**, "The teacher is coming. Please, stop quarrelling." →
He **said** the teacher was coming, and **begged** them to stop quarrelling.

e.g. She **said**, "I won't come here tomorrow. I'm thinking of going to Alexandria. (جملتان خبريتان) →
She **informed** us that she would not go there the next day, and (**added**) that she was thinking of going to Alexandria.

٢- إذا كان الكلام المباشر يحتوى على حقيقة دائمة أو شبه دائمة يظل زمنها فى المضارع البسيط مهما كان زمن فعل القول فى الجملة الرئيسية:

e.g. The teacher said, "Iron **expands** on heating." →
The teacher told us that iron **expands** on heating.

e.g. He said to me, "I **live** in Cairo, but I *am staying* now in Alex." →
He told me that he **lives** in Cairo, but he *was staying* at that time in Alex.

٣- فى الحديث غير الرسمى، يمكن عدم تغيير الأفعال الماضية بأنواعها:

e.g. He said, "I **returned** home after midnight." →
He told me that he **returned** home after midnight.

٤- فى الأسئلة التى تبدأ بكلمات استفهام (Wh-words) يمكن الاستغناء عنها فى الكلام غير المباشر والسؤال مباشرة عن الشيء الذى يستفهم عنه باستعمال asked about:

e.g. He said, "**Where** do you live?" →
He **asked about** my *address*.

e.g. She **said**, "When is he going to arrive?" →
She **asked about** the time of his arrival.

e.g. He said, "**How far** is the village?" →
He **asked about** *the distance* to the village.

e.g. She said, "**Why** were you late?" →
She **asked about** *the reason* for his lateness.

e.g. He said, "**What** did you buy?" →
He **asked about** *the things* I had bought.

٥- لاحظ أن تغيير الكلام المباشر إلى الكلام غير المباشر لا يختلف كثيرا فى الإنجليزية عنه فى العربية، ولذلك إذا واجهتك صعوبة، فكر كيف كنت ستقولها بالعربية، وبالترجمة ستكون الجملة غالبا صحيحة.

Exercises

★I. Change the following statements into indirect speech:

1. They say, “We can’t come tomorrow.”
2. She said to me, “I come here everyday.”
3. He said to you, “I shall visit you tomorrow.”
4. Samia said to Maher, “ I’ve seen this film before.”
5. Sohair said to the teacher, “I ‘m not feeling very well.”
6. She said to her father, “I got excellent in algebra today.”
7. He said to her, “I haven’t done my homework, yet.”
8. She says, “I’m not going with Soha.”
9. He’ll say, “It wasn’t my fault.”
10. He said to me, “I’m watching T.V.”

★II. Change the following direct questions into indirect speech:

1. She said to him, “Do you like cats ?”
2. She said to Ali, “Where have you been all morning?”
3. He asked her, “Did you eat all the chocolate-cake?”
4. He said to his mother, “Can I watch T.V. for an extra hour?”
5. He said to the door keeper, “Is Mr. Maher in?”
6. Ali asked Soha, “When are you going to be married?”
7. Zaher said to Ahmed, “Have you got two shillings?”
8. I said to them, “Did anyone see my little sister speaking to a stranger?”
9. She said to me, “Will you help me?”
10. He asked her, “How long does the journey take?”

★III. Change the following into indirect speech:

1 . The teacher said to her, “Sit down.”
2. The teacher said to them, “Do not make a noise.”
3. The beggar said to me, “Give me a shilling, please.”
4. She said, “Hurry up.”
5. The officer said to the soldier, “Go now!”

★IV. Change into indirect (reported) speech:

1. She says, “I cook lunch every day.”
2. Mona said, “This pen is very cheap.”
3. She said to her friend, “My sister broke her leg yesterday.”
4. He said, “We visited the underground station at Tahrir square.”
5. Ali said, “I’ll return here tomorrow.”
6. She said to her daughter, “Did you finish your homework?”
7. I said to Maha, “Have you visited your aunt yesterday?”
8. The teacher said, “Why are you late?”
9. Her mother said, “Why weren’t you here by 3 o’clock?”
10. He said to me, “How did you come to school this morning ?”

11. The nurse said, "Go to bed."
12. The mother said, "Don't be afraid of the dark."
13. I said to him, "Give me back my book."
14. The beggar said, "Please, give me something to eat."
15. The teacher said, "Write this lesson in your copy-books now."
16. The teacher said, "When water or any other liquid boils, it turns into a gas."
17. She said to her friend, "My sister always gets up late in the morning."
18. She said to me, "Do you like our new teacher?"
19. The announcer is saying, "There will be heavy rains tomorrow."
20. The policeman said to the thief, "Freeze!"

★★V. Change the following sentences from direct to indirect speech:

1. They say, "We've never been to Jiddah."
2. The pilot said, "The plane will land in half an hour."
3. She said, "I must go home to prepare dinner."
4. He said, "George has written me a letter."
5. She said, "Ali and Nahed are getting married tomorrow."
6. Hany: "Have you been using my toothpaste, Ali?"
7. Officer: "Fire!"
8. Nahed said, "Did Maha water the plants yesterday, Hoda?"
9. The stranger said to Ahmed, "Can You tell me where Mr. Ali Hafez lives?"
10. He said to his friend, "Could you lend me some money?"
11. He said, "I have to go to the dentist tomorrow."
12. She said, "What a lovely dress!"
13. The teacher said to Ali, "Congratulations!"
14. He said to the thief, "If You move, I'll shoot you."
15. She said, "Please, forgive me !"
16. He said, "Wow ! what a lovely statue !"
17. He said to his friend, "How are you going to do that ?"
18. The captain said, "Lower the boats, now !"
19. He said, "It's cold in here. Is the window open?"
20. He said to me, "Are you free tomorrow night ? I'd like you to come to my party."
21. He said to her, "I've read this book before. Have you something else I can read ?"
22. She said, "Curse this zip-fastener ! It has stuck again."
23. "Could You show me how to work it ? I'm not used to electric typewriters" she said.
24. "Ugh ! There is a cockroach in my salad. Waiter!" he cried.
25. She said, "I'll give you a hundred pounds to keep your mouth shut."
26. He said, "I must go now or I'll be late."
27. She said, "I need not go yet."
28. He said, "I mustn't go there."
29. The teacher said, "You must always write your homework in ink."
30. He said to me, "We need not come to school next Monday because we are having a holiday."
31. He said to me "Let me go !"
32. He said, "Come to my house tomorrow and bring those books with you."
33. "Good Heavens! I never expected to see such a marvellous building in Tanta."

34. She said to him, "Where is your umbrella? Don't you know that it's going to rain today ?"
35. She was saying to me, "I'm going away on my holiday. Please, keep your eyes on my house."
36. He will say, "I'm very sorry but there was a terrible traffic jam. I promise I'll never be late again."
37. He said, "Who wants to come with us ? Hurry ! The number is limited."
38. She said, "Could you tell me the exchange rate for dollars and pounds !"
39. My mother said, "Open the door, Didn't you hear the door ring ?"
40. She said to her boy-friend, "Do you think I was rude yesterday ? I'm very sorry I hurt your feelings."

★★ كيف نحول الكلام غير المباشر إلى مباشر؟

نقوم بعكس الخطوات السابق شرحها، أى:

أولا: الجملة الرئيسية: نغير فعل القول أيا كان إلى say وفى نفس الزمن.

ثانيا: العبارة التابعة:

١- نعيد علامات الوقف أو الترقيم، والحرف الكبير فى أول العبارة التابعة.
٢- نعيد أزمان الأفعال إلى أصلها.
٣- نعيد أول العبارة التابعة إلى أصلها.
٤- نعيد الضمائر الشخصية وصفات الملكية إلى أصلها.
٥- نعيد الكلمات التى تعنى البعد إلى معناها الأصلى الذى يعنى القرب.

e.g. He told me that his wife was in hospital. →
He said (to me), "My wife is in hospital."

e.g. He asked them to turn the radio off. →
He said, "Please, turn the radio off."

e.g. The captain ordered his men to cease fire. →
The captain said, "Cease fire!"

e.g. She said with sorrow that her son was dead. →
She said, "Alas! My son is dead."

e.g. The teacher informed us that the exam would be held next day, and warned us not to cheat or we would be punished. →
The teacher said, "The exam will be held tomorrow. Do not cheat or you will be punished."

e.g. He cursed me. → He said, "Damn you!"

e.g. She refused to come. → She said, "I won't come."

Exercise

★★VI. Change into direct speech:

1. She told me to look where I was going as the road was full of holes and was very badly lit.
2. He said that if I found the front door locked, I was to go round to the back.
3. I asked if she had looked everywhere and she said that she had.
4. They offered me some more tea and I accepted.
5. My employer hoped I would not be offended if he told me that in his opinion, I would be better off in some other kind of job.
6. I asked him if he had enjoyed fishing and he said that he hadn't.
7. She said that she had to go to the dentist the next day as she had an appointment.
8. Mother advised him (her) not to play with matches or he (she) would burn (her) hands.
9. He congratulated me and said that he was very happy to see me again.
10. She told me that if the telephone rang I was to tell them that she wasn't going to be away long.

★ملخص لتحويل الكلام المباشر إلى غير مباشر

أولا: الجملة الرئيسية main clause:

فعل القول (وليس زمنه) يتغير ليناسب صيغة الجملة التابعة فيصبح

أ- جملة إخبارية	said, told, added, etc.
ب- سؤال	asked, inquired, etc.
جـ- أمر	asked, told, ordered, etc.
رجاء أو طلب	begged, implored, etc.
نصيحة	advised, etc.
د- تعجب	said with sorrow, pleasure, etc.

ثانيا: الجملة التابعة subordinate clause:

١- نتخلص من علامات الوقف كلها ما عدا النقطة الختامية.

٢- زمن tense أفعال العبارة التابعة:

أ- لا يتغير إذا كان زمن فعل القول مضارعًا أو مستقبلا بأنواعهما.

ب- يتحول إلى زمن أقدم إذا كان فعل القول فى الماضى بأنواعه.

٣- تبدأ العبارة التابعة بالآتى حسب أسلوبها:

أ- جملة إخبارية: that (ويمكن حذفها).

ب- سؤال: - if أو whether إذا كان السؤال من نوع (yes-no)

- نفس كلمة الاستفهام (wh-word) إذا كان السؤال يبدأ بها.

- يصبح ترتيب الكلمات عاديا بدون عكس inversion.

جـ- الأمر والرجاء والنصيحة: to + infinitive أو not to + inf.

د- تعجب: يتحول إلى جملة إخبارية تبدأ بـ that، أو تلغى العبارة التابعة ونضيف معناها للعبارة الرئيسية.

٤- الضمائر الشخصية وصفات الملكية تتغير كالآتى:

1st person → 3rd person (or 1st person)
2nd person→ 3rd person (or 1st person)

٥- الكلمات التى تعنى القرب تتحول إلى كلمات تعنى البعد.

الفصل الخامس عشر

★استخدام علامات الوقف أو الترقيم
Punctuation

الترقيم punctuation هو استخدام النقط والفواصل لتوضيح المعنى وتيسير القراءة، وكذلك معرفة متى نستعمل الحرف الكبير Capital letter.

فى الأمثلة التالية جمل غير مرقمة ذات معنى معين غير معقول غالبا، ثم انظر كيف اختلف معناها واتضح بعد الترقيم:

e.g. The boy said the teacher did not do his homework.

فقد نفهم من هذه الجملة أن التلميذ قال أن المدرس لم يعمل واجبه، وهو معنى غريب. ولكن بعد وضع علامات الوقف يتضح المعنى:

“The boy,” said the teacher, “did not do his homework.”

فهنا نجد أن المدرس هو الذى قال إن التلميذ لم يعمل واجبه.

e.g. The condemned man was asleep half an hour after he was hanged.

فهذه الجملة لا يمكن أن يكون معناها أن المحكوم عليه بالإعدام كان نائما بعد نصف ساعة من شنقه. أما المعنى المقصود فيتضح بعد وضع علامات الوقف:

The condemned man was asleep, half an hour after, he was hanged.

أى أن المحكوم عليه بالإعدام كان نائما، وبعد نصف ساعة تم شنقه.

e.g. Adel Imam says Samir Ghanem is a great actor.

فهذه معناها أن عادل إمام يقول إن سمير غانم ممثل عظيم. وبالترقيم ينقلب المعنى:

“Adel Imam,” says Samir Ghanem, “is a great actor.”

فهنا أصبح المعنى أن سمير غانم يقول إن عادل إمام ممثل عظيم.

وعلامات الترقيم الرئيسية هى:

١- النقطة	.	full stop	٢- الفاصلة	,	comma
٣- علامة الاستفهام	?	question mark	٤- علامة التعجب	!	exclamation mark
٥- الفاصلة المنقوطة	;	semicolon	٦- النقطتان	:	colon
٧- الفارزة العليا	’	apostrophe	٨- الشرطة	—	dash
٩- الواصلة	-	hyphen	١٠- علامات الاقتباس	“ ”	quotation marks, inverted commas
١١- الأقواس	(), [ ], { }	brackets			

أولا: استعمال الحرف الكبير Capital letter:

١- فى بداية الجملة At beginning of a sentence:

e.g. **H**e was absent yesterday.

٢- للأسماء العلم Proper nouns:

e.g. **A**li, **M**ona, **C**airo, **M**ecca, **E**gypt, **M**onday, **A**pril, **N**ile, etc.
The teacher told **M**ona to finish her homework by **M**onday.

٣- أسماء الله والضمائر التى تخصه Names and pronouns pertaining to God:

e.g. In **God** we trust, and **He** will never let **His** people down.

٤- للصفات المتخذة من أسماء علم Adjectives derived from proper nouns:

e.g. Many **E**gyptians speak the **E**nglish language fluently.
Shakespearean poetry, **M**iltonian verse, **V**ictorian novel, etc.

٥- للألقاب Titles:

e.g. I once shook hands with **P**resident Sadat.
It is probable that **P**rince Charles will not ascend the throne.

٥- للكلمات الرئيسية فى العناوين titles مثل عناوين الكتب والمسرحيات الخ:

e.g. The **T**empest, The **P**ilgrim's **P**rogress, **A**round the **W**orld in **E**ighty **D**ays, A **T**ale of **T**wo **C**ities, etc.

٦- للضمير "أنا" "I" فقط أيا كان مكانه فى الجملة:

e.g. Last evening, **I** went for a walk.

٧- لاختصار الألقاب العلمية degrees، وأسماء المؤسسات institutions، والشركات companies، وألقاب المخاطبة forms and titles of address: (يوضع نقطة بعد كل اختصار، ولكن يوجد ميل شديد هذه الأيام لعدم استخدام النقط):

e.g. **D. M**us. = Doctor of Music
MA = Master of Arts
FBI = Federal Bureau of Investigations
UN = United Nations
WHO = World Health Organisation
CIA = Central Intelligence Agency
Mr. = Mister
Mrs. = Mistress

٨- لأول حرف فى جملة الكلام المباشر داخل أقواس الاقتباس:

e.g. He said, "**W**ho told you that?"
She said, "**M**y father is coming today."

٩- عند كتابة استهلال الخطاب letter:

e.g. **D**ear **S**ir,

Dear Madam,

ثانيا: استعمال علامات الوقف Using punctuation marks:

١- النقطة (.) The full stop:

أ- فى نهاية الجملة (ما عدا جمل الاستفهام والتعجب) لإعطاء وقفة طويلة:

e.g. He came late.
Shut the door.

ب- بعد الاختصارات Abbreviations:

e.g. A. R. E. = Arab Republic of Egypt
m. p. h. = miles per hour

ولو أنه يوجد ميل شديد هذه الأيام لعدم استخدام النقطة:

e.g. USA = United States of America

جـ- بعد الحروف الأولى من الاسم أو الكلمات المختصرة:

e.g. E. M. Naguib = Ezzeldin Mohamed Naguib
Sum. = Summary
Feb. = February
Mon. = Monday

٢- الفاصلة (,) The comma:

للإشارة إلى فترة صمت قصيرة لتمييز تسلسل الكلمات أو مجموعات الكلمات عن بعضها البعض لتسهيل فهم المعنى:

أ- بدلا من تكرار استعمال حروف العطف التنسيقية مثل "and, or, but" لفصل بنود مختلفة:

e.g. He had bread, butter, jam and boiled eggs for his breakfast.

ويلاحظ أن استعمال الفاصلة قبل حروف العطف التنسيقية اختيارى:

e.g. Samia works hard, but her sister is lazy.
Or: Samia works hard but her sister is lazy.

ب- بعد الجملة الرئيسية (التى تحتوى على فعل القول) فى الكلام المباشر Direct speech:

e.g. He said, "I won't be home tomorrow."

جـ- لفصل الاسم المنادى عن باقى الجملة:

e.g. "Ali, stay in line."
"Stay in line, Ali."

ء- لفصل الاسم المكرر noun in apposition عن باقى الجملة:

e.g. King Fahd, King of Saudi Arabia, will visit Egypt soon.

هـ- لفصل ألفاظ التعجب عن باقى الجملة إذا لم نضع بعدها مباشرة علامة تعجب:

e.g. Hurrah, I have won!

و- لفصل العبارة التابعة الظرفية adverbial subordinate clause عن العبارة الرئيسية main clause إذا أتت العبارة التابعة أولا أو أتت فى منتصف الجملة:

e.g. Because he was ill, he stayed at home.
The date of Easter, as is well known, changes from year to year.

ز- لفصل شبه جملة تحتوى على اسم الفاعل أو اسم المفعول Participles:

e.g. Walking home, I met my friend Ossama.

ح- لفصل عبارة نسبية غير محددة non-defining relative clause:

e.g. Hatem, who is my cousin, is learning to fly.

ط- لفصل أى جملة اعتراضية عن باقى سياق الجملة الأصلية:

e.g. I saw a lion, I assure you I was quite awake, come through the bedroom door.

ملحوظة:

لا تضع فاصلة عندما تكون العبارة التابعة اسمية وتعمل **كفاعل** أو *مفعول*، وكذلك إذا كانت العبارة تعمل كتكملة لفعل ناقص الإسناد:

e.g. **What he said**, does not prove, *(that) he is guilty*. (wrong)
What he said does not prove that he is guilty. (right)
The judge's opinion was that he was guilty. (right)

٣- الفاصلة المنقوطة The semicolon (;):

تستخدم عندما نريد وقفة أطول قليلا من التى تفعلها الفاصلة العادية وأقصر من النقطتين؛ وتستعمل فى الكتابة الرسمية formal.

أ- تستعمل أساسا لربط الجمل المتقاربة فى المعنى:

e.g. Many people dislike using semicolons; personally, I find the semicolon a very useful punctuation mark.

ب- فى الجمل المركبة compound sentences بدلا من حروف العطف:

e.g. He visited me; I was very happy.

٤- النقطتين the colon (:) ☜:

تستخدم النقطتين لإعطاء وقفة أطول قليلا من الفاصلة المنقوطة وأقصر من النقطة:

أ- عند كتابة مفردات أو بنود قائمة List:

e.g. I bought: a book, a pen, a pencil, a pen sharpener, and a ruler.

☜ تحدد بعض كتب القواعد قيمة الوقفات بالنسبة للفاصلة والفاصلة المنقوطة والنقطتين والنقطة بهذه الأرجوزة:

Comma while you count one.
Semicolon while you count two.
Colon while you count three.
Full stop while you count four.

ب- عندما تشرح الجملة التالية الجملة الأولى:

e.g. He is a criminal: he cheats and steals.

٥- علامة الاستفهام (?) Question mark:

تستعمل بعد سؤال فى الكلام المباشر فقط وليس فى الكلام غير المباشر:

e.g. He said. "Where did you buy this worthless suit?" (direct speech)
He asked me where I had bought that worthless suit. (ind. speech)

٦- علامة التعجب (!) Exclamation mark:

تستعمل بعد كلمات التعجب Interjections أو بعد جملة يظهر فيها شعور المتكلم، ولذلك فغالبا ما نجدها فى الكلام المباشر:

e.g. "Good Heavens!"
"How utterly stupid of me!"

٧- الفارزة العليا (’) The apostrophe:

أ- مع حرف الـ "s" عند استعمال حالة الملكية Possessive case:

e.g. The boy’s bicycle.
The girl’s room.

وكذلك كاختصار لمكان العمل أو السكن:

e.g. I met his at the butcher’s. (the shop of the butcher)
He got at the haberdasher’s. (the shop of the haberdasher)

ب- لبيان أن هناك حرف أو حروف مختصرة:

e.g. He isn’t here. (is not)
I’ll go home soon. (will)

جـ- عند جمع مختصرات أو حروف:

e.g. Many VIP’s attended the meeting. (Very Important Persons)
He always dots his i’s and crosses his t’s.
إنه يضع دائما النقط على الحروف

٨- الشَرْطة (–) The dash:

أ- تستعمل لفصل جملة اعتراضية خطرت على بال المتكلم ويمكن حذفها:

e.g. I spoke to Ali – you know, your cousin – and he refused.

ب- لبيان تحول غير متوقع فى مسار الجملة:

e.g. He always speaks with an air of confidence, but there is one thing wrong with what he says – it is never right.

٩- الواصلة **(-) The hyphen:**

وهى أقصر من الشرطة، وتستخدم لوصل الكلمات المركبة:

e.g. Book-store, Vice-president, breaking-point, mother-in-law, etc.

١٠- علامات الاقتباس **(“ ”) Inverted commas or Quotation marks:**

أ- لتحديد الكلام الفعلى الذى قاله المتحدث فى الكلام المباشر:

e.g. My mother said, “Come home early.”

ب- لإبراز عناوين الكتب والمسرحيات الخ:

e.g. Shakespeare wrote “Hamlet” and “Macbeth”.

جـ- لتوضيح الاقتباسات من أقوال الآخرين:

e.g. Julius Caesar wrote, “Fere libenter hominis id quod volunt credunt.” Which means, “Men willingly believe what they wish.”

ء- لتوضيح أن هذه الكلمة يقصد بها معنى معين:

e.g. At last “Romeo” met his “Juliet”

بمعنى أخيرا قابل الحبيب حبيبته أو قابل "قيس" "ليلاه".

He was good at everything except French which was his “Achilis heel”.

إشارة إلى عرقوب البطل "أخيل" فى إلياذة هوميروس والذى كانت نقطة ضعفه الوحيدة هى عرقوبه.

هـ- للإشارة إلى جملة داخل جملة أخرى:

e.g. The policeman said that “Cherchez la femme” is a good principle when investigating murders.

١١- الأقواس **[ ] ,( ) Brackets:**

تستعمل لوضع الشروح داخل الجملة أو لوضع جملة أو كلمة اعتراضية:

e.g. I’m going to Dr. Leon’s lecture (although I dislike him) tomorrow.

Exercises

★I. Punctuate the following sentences:

1. have you finished your home work ali
2. she said to him i m sorry that i was late yesterday
3. gamal went to school last friday because he thought it wasnt a holiday
4. many countries including egypt helped kuwait in regaining her liberty
5. george whose car made an accident yesterday spent all morning at the mechanics
6. walking along piccadilly in london i ran into my friend moustafa.
7. ugh she said what a disgusting sight garbage is all over the street .
8. he told me that he had to buy two books two copy books a ruler and a pencil.
9. ahmed said where did you find this german dog.

10. he broke his sisters doll and said i dont know who broke it .

★★II. Punctuate the following sentences :

1. jane Austin wrote pride and prejudice and persuasion
2. he offered me a choice of any of these as a birthday present a manicure set a silver frame a miniature camera or a swiss army knife
3. tell me i said how do you know all that
4. my brothers house is on the moukattam plateau overlooking cairo
5. shakespeare is the greatest poet playwright that england has ever had the plays that he wrote have been performed in almost every country in the world several of his tragedies as hamlet comedies as as you like it and historical plays as henry the fifth are compulsory reading in advanced level english classes
6. i ve been to a day school too said alice you needn t be as proud as all that
7. the nurse says the patient is officious and clumsy when it comes to giving injections
8. the manager said the secretary is not in now but will be available at 6 oclock
9. charles the first walked and talked half an hour after his head was cut off.
10. william tell is the national hero of switzerland his most famous deed was shooting with his bow and arrow an apple put on his sons head

General Revision

Level★

I. Choose the correct answer:

1. By the time he was eighteen; he .... learned to drive.
a) had b) has c) have

2. .... is the time now, please?
a) How b) What c) When

3. The bag is .... of leather.
a) made b) make c) makes

4. I .... in Cairo since 1970.
a) am living b) live c) have been living

5. Laila is the .... girl in the class.
a) tall b) taller c) tallest

6. Pens .... of wood but nowadays they are made of plastic.
a) are made b) used to be made c) have made

7. My uncle .... in Cairo since 1980.
a) has lived b) lives c) is living

8. The train will arrive .... half an hour.
a) at b) in c) on

9. .... they were playing, they sang a song.
a) After b) Before c) While

10. I told him we .... again soon.
a) have met b) would meet c) meet

11. I met Ahmed, ... father is traveling abroad.
a) which b) whom c) whose

12. There is .... outside who wants to see you.
a) nothing b) someone c) anyone

13. If he hadn't worked hard, he .... have succeeded.
a) won't b) wouldn't c) would

14. She wants to know .... his name is.
a) what b) which c) who

15. He always goes to school .... foot.
a) by b) on c) at

16. My friend Ali goes to school .... bus.
a) by b) on c) at

17. Their house .... near the sea.
a) has built b) has been built c) is building

18. The meat .... cooked for dinner.
a) has b) have to c) has to be

19. These old coins .... by workers digging the foundations.
a) were found b) were finding c) are found

20. Look .... their eyes! They have turned yellow.

a) from b) after c) at

21. Yesterday I saw a film for the first time. I .... it before.

a) had not seen b) was not seeing c) am not seeing

22. I saw the boy who .... the cat.

a) is kicking b) kick c) was kicking

23. When they had answered the questions, they .... their papers to the teacher.

a) give b) have given c) gave

24. Maths .... a fascinating subject.

a) is b) are c) has

25. A motorcyclist wears his helmet when he ....

a) has driven b) had driven c) is driving

26. ....you like to borrow my bicycle?

a) Are b) Would c) Have

27. After he .... his letters, he put them into envelopes.

a) had written b) was writing c) wrote

28. He went .... the road then turned left.

a) along b) at c) after

29. I have not done my homework .... .

a) already b) since c) yet

30. I have .... done my work.

a) already b) since c) yet

II. Do as shown between brackets:

1. A mosquito, a fly and a louse attacked the wolf. [Make plural]
2. Mohamed and Islam like (draw) pictures, but today they would like (play) computer games. [Correct the verbs]
3. She always (go) to school on foot. [Correct the verb]
4. The river was very deep. They couldn't walk across. [Join using too .... To]
5. He's quite well. He can go back to work. [Join using enough to ....]
6. She said to me, "I will do my homework tomorrow." [Rewrite beginning: She told ....]
7. Ali (not see) his new baby yet. [Correct the verb]
8. If he won the prize, he (give) me half of it. [Correct the verb]
9. I've read that article before; I .... read it again. [Fill with a suitable modal verb]
10. Maher said to his mother, "Can I watch TV now?" [Rewrite beginning: Maher asked ....]
11. Salwa broke her father's car yesterday. [Rewrite beginning: Her father's car ....]
12. she said im an egyptian. [Punctuate]
13. He played a good game of tennis. [Add a question tag]
14. Do you like snakes? [Answer shortly]
15. I'm 12 years old. [Ask a question about the underlined words]
16. The nurse helped the policeman in arresting the thief. [Make passive]
17. She sang well. [Make negative]
18. She is the (good) student in class. [Correct]
19. .... did he go home? Because he was ill. [Add the missing word]

20. I have to go home now. [Make interrogative]
21. He could hardly speak. [Add a question tag]
22. George is (short) than his brother. [Correct the word between brackets]
23. Of the two sisters, she is the (beautiful). [Correct the word between brackets]
24. Wolves attacked the women and their children. [Make singular]
25. If you won the first prize, what (you do)? [Correct the verb]

Level★★

(Mostly from the General Secondary Education Certificate Examinations)

I. Choose the correct answer:

1. By this time next year, many great projects .... carried out at Toshka.
   a) will have b) will have been c) would have been d) would be
2. Although he is young, he is .... of solving many problems.
   a) skilled b) careful c) able d) capable
3. Had I known his address, I .... him a letter.
   a) would send b) will have sent c) would have sent d) had sent
4. To answer accurately is more important than ....
   a) quick finish b) to finish quickly c) finishing quickly d) finish quickly
5. It is the first time that your aunt has been to London, ... ?
   a) isn't she b) doesn't she c) isn't it d) hasn't it
6. The detective was keen .... finding a clue to solve the mystery of the crime.
   a) in b) on c) at d) over
7. Mother said, "Open the door, please. It .... be Dad."
   a) can't be b) isn't c) must be d) should be
8. Ali will return from London as soon as he .... his doctor's degree.
   a) will get b) is getting c) gets d) would get.
9. He was very ill. He had to take the medicine .... he didn't like it.
   a) but b) in case c) so that d) even if
10. All the novels .... by Naguib Mahfouz are available at bookstores.
    a) were written b) written c) which wrote d) would be written
11. Do you like to listen to this song? No, ... listen to classical music.
    a) I'd better b) I'd rather c) I prefer d) I wouldn't
12. I am looking forward to .... a happy holiday in Alexandria this summer.
    a) spend b) having spent c) will spend d) spending
13. This tourist wants to know how long .... to go to the Citadel.
    a) does it take b) it is taking c) will it take d) it takes
14. The detective .... some clues that might lead to the criminal.
    a) looked up b) looked at c) looked for d) looked out
15. We all enjoyed Hany's birthday party yesterday. I wish you .... with us.
    a) were b) would be c) could be d) had been
16. The book was so .... that I read it twice.
    a) bored b) boring c) interested d) interesting
17. The writing is so small that I can .... read it.
    a) only b) usually c) easily d) hardly
18. It's very cold. You had better put .... your coat.
    a) out b) in c) on d) off
19. Man .... hunt for his food, but now he buys it from a shop.

a) is used to b) was used to c) used to d) used

20. I'd like to know where .... yesterday.
    a) he went b) did he go c) had he gone d) has he gone
21. My school is not far. I .... take a bus.
    a) can b) need c) needn't d) must
22. A little boy named Zaki .... on the crowded beach last summer.
    a) is lost b) lost c) got lost d) has lost
23. After the earthquake, many houses .... to be repaired.
    a) needed b) had to c) must d) have
24. They left Cairo an hour ago. They ..... reached Alexandria by now.
    a) must b) must have c) could have d) couldn't have
25. He needn't go home now. .... he?
    a) would b) does c) could d) must

II. Do as shown between brackets:

1. He was so careless. He didn't stop when the red light was on.
   [Join beginning with: It was ....]
2. "Where did you find my watch? I was looking for it."
   [Begin with: He wanted to know ....]
3. She likes to buy this ring, but she hasn't got enough money.
   [Rewrite beginning with: If only ....]
4. Finishing the project at the end of this month, the manager will go abroad.
   [Begin with: As soon as ....]
5. It was necessary for him to find a solution to the problem.
   [Rewrite using: had to ....]
6. I was sorry for being unable to help my friend overcome his hardships.
   [Begin with: I wish ....]
7. Neil Armstrong was the first man to set foot on the moon on July 20th, 1969.
   [Begin with: It was ....]
8. The list of special courses are available at the front desk because they are requested by so many students.
   [Spot the errors and correct them]
9. Most poets and scientists are men. Most criminals are also men.
   [Join using "so" to avoid repetition of the word "men"]
10. The aim of the New Delta Project is to create more opportunities for work for millions of Egyptians.
    [Begin with: The New Delta Project ....]
11. Ahmed is a nice fellow. He lives next door to us.
    [Join using: who]
12. Eating the right food has a good effect on our health.
    [Rewrite using: affect]
13. This jacket is very tight. I cannot wear it.
    [Join using: .... too ....to ....]
14. Will you see "Hard Times" on the TV this afternoon?
    [Begin with: Hatem asked Mohsen]
15. Ahmed did not receive his friend at the airport because he was ill.
    [Begin with: If ....]

16. He'll be given a prize by the teacher.
[Begin with: The teacher ....]
17. "I'm sorry I gave you so much trouble!" he said to me.
[Rewrite beginning with: He apologized ....]
18. It's a very long time since he wrote to me.
[Rewrite beginning: He hasn't ....]
19. A train isn't as fast as a plane.
[Rewrite beginning: A plane is ....]
20. I've been living in Cairo since 1960.
[Rewrite using: for]
21. He is very rich. He can buy an expensive car.
[Join into one sentence using "enough"]
22. The tourist changed some money. Then he bought some souvenirs from Khan El Khalili. [Join into one simple sentence beginning with: After ....]
23. Nobody saw him commit the crime. [Make passive]
24. Were he honest, he (return) the money. [Correct the verb]
25. He said that he (meet) me the next day. [Correct the verb]

Level★★★

(Mostly from the Advanced Level General Secondary Education Certificate Examinations and from the Examinations of the English Department of the Faculty of Arts)

I. Do as shown between brackets:

1. He (arrives) late because he had forgotten what time the train (will) be leaving. [Correct the verbs]
2. Slip – coward – supplement – stripe [Form adjectives]
3. Biased – discreet – practical – tactful [Give opposites]
4. (a) They might tell me about their affairs.
(b) They might have told me about their affairs. [Explain the difference]
5. (a) Salwa was delighted when she opened the present which was from her grandmother.
(b) Salwa was delighted when she opened the present, which was from her grandmother. [Explain the difference]
6. To be successful in business one must work very hard. [Rewrite beginning: It is ....]
7. He only ran away from home because he was unhappy. [Rewrite beginning: He wouldn't .....]
8. Why did this civilisation collapse? [Rephrase beginning with: What ....]
9. There is a chance you'll need this money, so take it. [Rephrase the sentence using "in case"]
10. I'm going to get someone to make new curtains. [Rewrite beginning with: I'm going to have .....]
11. (a) Past habits and states that no longer occur.
(b) Remembering regular past activities.
[Write two sentences that match these meanings.]
12. By the time you (come) tomorrow, I (finish) my work. [Correct the verbs]
13. I'm trying to study. I (try) to study for the last hour, but something seems to interrupt me. [Correct the verb]

14. Right now Mansour is in hospital. He (treat) for a burn in his arm. [Correct the verb]
15. He insisted that the baby (name) after his grandfather. [correct the verb]
16. Before I spoke to you, I never really understood the situation. [Make the sentence simple]
17. Although they practised hard, they didn't win the match. [Make the sentence simple]
18. It is essential that you (be) here tomorrow. [Correct the verb]
19. The professor said that she (give) a test next Monday. [Correct the verb]
20. The people who (work) on the housing problem are hopeful that it (solve) within the next ten years. [Correct the verbs]
21. He walked fast lest he (arrive) late. [Correct the verb]
22. He speaks French fluently. His wife speaks French fluently. [Make one sentence]
23. People believe that he is a thief. [Rewrite beginning with: It ....]
24. Were he perfect, as you think, he (not make) such mistakes. [Correct the verb]
25. He worked hard so that he (succeed). [Correct the verb]
26. Neither Laila nor her brother (be) here yesterday. [Correct the verb]
27. My wife was on the point of picking up the phone when it rang. [Use an appropriate "to-infinitive" structure in place of the underlined words]
28. You're allowed to attend the reception in a casual dress. [Rewrite the sentence beginning: You don't ....]
29. Dina felt very embarrassed at the department store when she discovered that she had left her purse at home. [Use the noun from the underlined word and make the necessary changes]
30. The bridge was so low that the truck couldn't go under it. [Rewrite the sentence beginning with: It was ....]
31. The news was extremely (surprise), and he was a very (surprise) man. [Correct]
32. A (devastate) earthquake occurred recently in Turkey. [Correct]
33. Samir drew this lovely picture. [Rewrite beginning with: It was ....]
34. By the time it (strike) eleven, my work (do). [Correct the verbs]
35. Hark! The crowds (shout). [Correct the verb]

II. Join each pair of the following sentences into one complex sentence:

1. The class has comfortable chairs. The students find it easy to fall asleep.
2. The coffee she drank was very strong. She stayed up all night.
3. The company has five employees. All of them are computer experts.
4. The man's suitcase was damaged. He wants compensation from the airline company.
5. Maha does not speak Japanese. She lived in Japan for two years.
6. The factory might close down. In that case many people will be unemployed.
7. He hid in the closet. He didn't want the husband to catch him.
8. I met Mr. Ali yesterday. His daughter wants to marry me.
9. Ahmed has great qualifications. He has one flaw: he doesn't speak English.
10. He is a great man. His wife is a great woman.

III. Underline the error(s) in each sentence, then rewrite it correctly:

1. I am taking a long vacation when I will finish the exams.

2. I am confusing by his explanation.
3. She asked me what I did want to eat for lunch?
4. The reason I am worried, because he is late and has not called.
5. Because I have exams, so I stayed home last weekend.
6. By recycling used objects and packaging we can save natural resources and it will protect the environment.
7. At the wedding, I saw many people which I hadn't seen them before.
8. I wonder when will be their wedding?
9. Did you see the director who his film won first prize.
10. hassan said that he come on the trip next friday.
11. What do I do on the weekend is usually not very interesting.
12. The news were excited, and I forgot all about my luggages.
13. The man told us a bored story about an uninterested incident.
14. No sooner he had done his homework than he went out.
15. Returning home, his bag got lost.
16. He is used to sleep in the afternoon.
17. She is an egotist who thinks that everything will turn out right in the end.
18. She was angry at the babysitter because she did not look over the baby well.
19. Had he seen the thief, he would arrest him.
20. He did not kill the man nor he killed the woman.

ANSWERS

CHAPTER 1
Letters and Words

★**I.** a, e, i, o, u.
★**II.** 1. dif-fi-cult 2. strong 3. help-ful 4. care-less 5. ca-pi-tal 6. let-ter 7. quick-ly 8. some-bo-dy 9. Cai-ro 10. po-ver-ty
★★**III.** 1. a. We smelt iron from iron ores in blast furnaces.
b. My mother ironed our clothes for us.
2. a. Smoke filled the room.
b. Please, don't smoke.
3. a. She wore a beautiful dress.
b. She dressed herself in a beautiful dress.
4. a. He wore an expensive silk tie.
b. He tied the parcel with a strong piece of rope.
5. a. All living things need water.
b. The rider stopped by the stream to water his horse.
★★**IV.** 1. a. All Moslems must fast Ramadan. (verb)
b. A fast racing car can go up to 350 kilometre an hour. (adjective)
2. a. He was a hard bitter man. (adjective)
b. He studied hard to fulfil his dream. (adverb)
3. a. That is just plain foolishness on his part. (adverb)
b. He was considered by many to be just and generous. (adjective)
4. a. The ship was torpedoed and it went below. (adverb)
b. He put a small cushion below his head. (preposition)
5. a. Shakespeare wrote many plays. (noun)
b. He played a part in some of them. (verb)
★★**V.**

noun	verb	pronoun	adjective
bird	were	I	a
countries	would	I	all
customs	fly	I	the
people	see		strange
form	am		wondrous
laws	imprisoned		this
	must		human
	obey		its
adverb	**conjunction**	**preposition**	**interjection**
always	and	over	Oh
	and	of	alas
	but	in	
	and	in	

★★**VI.** 1. dem. adjective 2 conjunction. 3. dem. pronoun 4. relative pronoun 5. adjective 6. adverb 7. adjective 8. adverb of negation 9. adjective 10. noun 11. adjective 12. adverb of degree 13. verb 14. noun used as an adjective (adjectival noun) 15. Noun

CHAPTER 2

Nouns

Kinds of Nouns

★**I.** 1. sister 2. teacher, students 3. children, father 4. grocer, boy 5. soldier, doctor

★**II.** 1. dog 2. bird 3. wolf 4. cat, mouse 5. lion

★**III.** 1. pens, desk 2. ball 3. chair 4. tea, sugar 5. smoke, chimney

★**IV.** That's for you!

★**V.** 1. piano 2. brothers, sister 3. children, toys, week 4. butcher, meat 5. school 6. brother, shoes, holes 7. Boys, party 8. Policeman, thief 9. Plants 10. Gun, window

★**VI.** 1. Maha, Cairo, Nile 2. Mercedes, Fiat 3. Lila, German 4. Fridays, Saturdays 5. Islam, Christianity, Egypt 6. December, January, February, France 7. Beethoven, Bach 8. Egypt, Arab, Israel 9. Rex 10. Everest.

★**VII.**

Common	Proper	Collective	Abstract
dog, cat, table, car, street, student, whistle, train, city, cup	Mona, Nile, Mecca, George, Monday, Mars, Nader, Earth, China, Alexandria	army, crew, navy, flock, forest, team, class, library, school	truth, beauty, wisdom, smoking, ugliness, health, poverty, dancing, speed, justice

★**VIII.**

Countable Nouns	Uncountable Nouns
tree, stone, flower, cup, pen, dog, river, child, boy	sugar, water, flour, tea, meat, ink, courage, beauty, air, cheese, milk

★★**IX.** friendship, childhood, heroism, partnership, cowardice, beauty, infancy, sanity, youth, pride, cleanliness, poverty, kindness, meekness, wealth, walking, blackness, shyness, kingship (kingdom is not an abstract noun), truth.

★★**X.** 1. staff 2. shoal or school 3. audience 4. pack 4. crew 6. swarm 7. class 8. team 9. pack or deck 10. family 11. gang 12. pack or band 13. band 14. orchestra 14. fleet 16. navy 17. congregation 18. flock 20. crowd

★★**XI.** 1. swarm 2. cast 3. head 4. flight 5. library 6. pack 7 school or shoal. 8. crew 9. band or gang 10. pride

★★★**XII.** 1. Miserliness or covetousness 2. strength 3. patience 4. madness 5. beauty 6. wisdom 7. treason 8. cunning 9. lying 10. courage.

Case

★**XIII.** 1. My father's car 2. Shakespeare's plays 3. the girls' dolls 4. the children's toys 5. Adham's work 6. My parents' car 7. the Moharrams' car 8. Aesop's fables 9. Egypt's imports 10. the door key or the key of the door

★★**XIV.** 1. subject 2. vocative case 3. possessive case 4. object 5. complement 6. objective complement

Number

★**XV.** 1. girls 2. shelves 3. cities 4. tomatoes 5. toys 6. brushes 7. churches 8. roofs 9. deer 10. sheep 11. fish or fishes 12. geese 13. mice 14. feet 15. oxen

★**XVI.** 1. Some leaves fell on the roofs of the houses. 2. Armies love their heroes. 3. The mice ate some fish. 4. Thieves broke into the churches. 5. Oxen pulled the cars out of the ditches. 6. They were attacked by lice, mosquitoes and flies. 7. We lit our cigarettes with matches. 8. Sheep were lying in the shade. 9. Geese and ducks were swimming in the rivers. 10. Some potatoes fell on my feet.

★★**XVII.** 1. glasses 2. dynamos 3. folios 4. pence or pennies 5. elves 6. cliffs 7. salmon 8. oases 9. eucalypti 10. axes 11. phenomena 12. outlaws 13. drawbacks 14. housewives 15. gentlemen-farmers 16. boy-scouts 17 fathers-in-law 18. commanders-in-chief 19. poets-Laureate 20. men-of-war.

★★★**XVIII.** 1. radii 2. bacteria 3. governors-general 4. dormice 5. appendices 6. Lords-justices 7. loci 8 quatermasters-general 9. studios 10. men-doctors

★★XIX. 1. dinning-room 2. bread-knife 3. book-seller 4. kitchen-machine 5. watch-dog 6. match-box 7. chimney-sweep 8. general-practitioner 9. prime-minister 10. wrist-watch 11. commander-in-chief 12 mother-in-law 13. witch -doctor 14. sister in law 15. quatermaster-general

Gendre

★XX. 1. queen 2. hen 3 woman 4 mother 5 aunt 6 lady 7. princess 8. lioness 9 girl-friend 10. sister

★XXI. 1. hero 2. husband 3. nephew 4 tiger 5. bar-man 6. father 7. lord 8. cock 9 king 10. manager

★★XXII. 1. The heiress to the property was a spinster 2. The heroine of the film was a new actress. 3. The tigress attacked the manegeress of the circus 4 My aunt asked me to feed her peahen 5 The bar-maid gave the police-woman a free drink. 6. My niece shot a vixen 7 The duchess asked the air-stewardess for a cup of tea. 8. Tthe mare kicked the bitch 9 The head-mistress asked the girl to behave herself. 10. The witch cast a spell on the woman and changed her into a goose

★★XXIII. 1. singular, common 2. singular, feminine 3. singular, neuter 4. plural, neuter 5. singular, common 6. singular, neuter 7. plural, neuter 8. singular, masculine 9. plurall, neuter 10. singular, neuter

Agreement or Concord

★★XXIV. 1. was 2. is 3. was 4 were 5. has 6. has 7. is 8. were 9. were 10. was 11. meets 12. is 13. is 14. were 15. was

Forming Nouns

★★XXV. 1. hardship 2. cowardice 3. avarice 4. length 5. lunacy 6 heroism 7 frankness 8. usefulness 9. pride 10 redness

★★XXVI. 1 laughter 2. seller, selling 3 teacher 4. punishment 5 advice 6 slaughter 7. explosion 8. renewal 9. arrival 10. departure

★★XXVII 1 dentist 2 auctioneer 3 violinist 4. obstetrician or midwife if woman 5. governor 6. employer 7 beggar 8. furrier 9. playwright 10. baker

★★XVIII. 1. vegetarian 2. widow 3. hero 4. passer-by 5. playwright 6. pessimist 7. optimist 8. cannibal 9 dwarf or midget 10. giant

CHAPTER 3

Adjectives

★★I. 1. this: demonstrative adj., good: adj. of quality 2. this: dem. adj., new: adj. of quality, Egyptian: adj. of quality 3. such: dem. adj. 4 hungry: adj. of quality, thirsty: adj. of quality 4. each: distributive adj., a: ind. article, lovely: adj. of quality 6. enough: indefinite adj. of quantity, two: definite adj. of quantity (cardinal number) 7. no: adj. of quantity 8. one: def. adj. of quantity, better: adj. of quality (comparative) 9. best: adj. of quality (superlative) 10. a: indef. article, falling: adj. of quality

★★II. (Look for examples in this chapter)

★III. 1. American 2. juicy 3. woolen 4. Childish, childlike 5. atomic 6 painful, painless 7 manly 8. glorious 9. fortunate 10. inky 11. Sudanese 12. walled 13 Awesome, aweful 14. golden 15. silken, silky 16. western 17. boyish 18. doglike 19 papery 20. glassy

★★IV. 1. The rich should pay their taxes promptly. 2. the clever should not make fun of their less fortunate brothers. 3. The strong should help the week. 4. He hated the ugly and the deformed. 5. The fat ought to lose weight.

★★V. 1. excited 2. tired 3. amusing 4. frightening 5. boring, bored 6. cooked, cooking 7. growing 8. written 9. swimming 10. retiring

★★VI. 1. beautiful 2. intelligent 3. cold 4 weak 5 difficult 6. dark 7. fat 8. false or unttrue 9 old 10. short

★VII. 1 shorter 2. younger 3 oldest 4. less 5 better 6 worst 7. more 8. fatter 9. faster 10. biggest 11. farther 12. worse 13 most difficult 14 tall 15 most unusual

★★VIII. 1 older 2 more intelligent 3 poorest 4 most helpful 5. worse 6 bigger, bigger 7 more intelligent 8 uppermost 9. worst 10 best looking 11 long 12 longer 13 to 14. utmost 15. better

The Articles

★IX. 1. a 2. -, - 3. - 4. a 5 a, - 6 - 7 an 8. an 9 a 10. a

★★**X.** 1. ...... 2. the, the 3. a 4. ....., the 5. a, the 6. a, the 7. a 8. ...., the 9. the, the 10. an, the

★★**XI.** 1. a, the 2. ....., some 3. the 4. ....,..... 5. a 6. the 7. a 8. ....., the 9. a, an 10. the,.... 11. ..... 12. ....., the 13. ....., the 14. ....,....., the 15. the,......, the,..... 16. the, a, a,....,.... 17. the,....., a 18. a, a, a, the, the, the, the, ... 19. the, an 20. the, an, the 21. a, a 22. .....,.....,..... 23. an, the, the 24. the, an 25. a

★★**XII.** 1. a 2. a 3. an 4. a 5. a 6. an 7. a 8. a 9. an 10. an 11. a 12. a 13. a 14. a 15. an

★**XIII.** 1. some, any 2. some, any 3. any, some 4. some, any 5. some, some 6. any, some 7. any 8. some 9. any, some 10. some.

★★**XIV.** 1. many 2. a little 3. a few 4. a little 5. a few 6. much 7. many 8. much 9. a little 10. a few.

Demonstrative Adjectives

★**XV.** 1. this 2. that 3. this 4. these, those 5. that 6. those, these 7. these, this, that 8. this, that 9. these 10. this

★**XVI.** 1. this girl 2. that boy 3. this big sheep 4. this beautiful flower 5. that stupid child.

★**XVII.** 1. these fine old men 2. these dirty dishes 3. those black oxen 4. those brave armies 5. these young thieves

Interrogative Adjectives

★**XVIII.** 1. whose 2. which 3. which 4. which 5. what 6. whose 7. what 8. whose 9. which 10. which.

Distributive Adjectives

★**XIX.** 1. Each 2. Neither 3. All 4. either 5. either.

Possessive Adjectives

★**XX.** 1. her room 2. our room 3. your pen 4. my coat 5. thier toys

Order

★★**XXI.** 1. They sent him some expensive blue and white china-plates. 2. We bought some lovely old Venetian vases. 3. In Ramses square there is an enormous ancient granite statue of Ramses II. 4. Have you driven his new Japanese sports car? 5. The thief stole two small diamond ear-rings. 6. She wore a beautiful red and white silk T-shirt. 7. They gave him a new digital gold watch. 8. She met a nice tall Englishman. 9. He lost his old dirty blue car-mat. 10. His brother married a comely young Syrian woman.

CHAPTER 4

Pronouns

Personal Pronouns

★**I.** 1. I, he, me 2. he 3. them 4. me, her 5. we 6. them 7. me 8. I 9. her, him 10. me

★★**II.** 1. me 2. he 3. him 4. it 5. they 6. he 7. it, she 8. they, he 9. he 10. me

★★**III.** 1. I 2. us 3. we 4. we 5. it 6. we 7. we 8. it 9. he 10. it 11. us 12. I 13. it 14. I 15. him 16. we 17. we 18. we

★★★**IV.** 1. It was Ali, not Nabil, who rang up. 2. It was clear to everyone, except himself, that he is a fool. 3. It's easy to win by cheating, but there is no satisfaction in it. 4 It was a clear and starry night. 5. It takes about 12 hours to travel from Cairo to Aswan by the express train.

Possessive Pronouns

★**V.** 1. yours 2. our, theirs 3. my, his 4. its 5. my 6. his, mine 7. his, mine 8. your, mine 9. their 10. mine, yours

Reflexive and Emphasising Pronouns

★**VI.** 1. myself 2. oneself 3. ourselves 4. themselves 5. himself 6. herself 7. itself 8. yourselves 9. yourself 10. himself

Demonstrative Pronouns

★**VII.** 1. That is the pole star. 2. This is mine. 3. Those were made in Japan. 4. These are my students. 5. I've never seen such pride.

Indefinite and Distributive Pronouns

★★**VIII.** 1. everyone (One) 2. few 3. some, ones 4. One, other 5. both 6. another 7. everybody (etc.) 8. some 9. any 10. Neither

Interrogative Pronouns

★**IX.** 1. Which 2. what 3. whose 4. who 5. whom 6. what 7. whose (which) 8. whose 9. what 10. who

Relative Pronouns

★★**X.** 1. This is the man whom (that) I met in Jiddah. 2. The man who (that) was driving the car was killed. 3. I bought this stereo which (that) doesn't work properly, last week. 4. He's the person who (that) is going to be fired. 5. that is the journalist whose article made quite a stir yesterday. 6. I'm the man whose wallet you stole. 7. They sent a new teacher who (that) looks nice. 8. We didn't like the housemaid whom the agency sent. (or) We didn't like the housemaid who was sent by the agency. 9. Nadia, who had been listening to our conversation, looked angry. 10. I climbed up the stairs which were newly painted.

★★**XI.** 1. Which (who, that) 2. which (that) 3. Who 4. whose 5. who 6. that (which) 7. which 8. who 9. whom 10. whose

★★**XII.** 1. Romeo and Juliet, whose families hated each other, were deeply in love.
2. The friend for whom I was waiting didn't turn up. (or) The friend that I was waiting for didn't turn up.
3. "Swiss Family Robinson" is a story about a family whose ship sank near a deserted island.
4. I saw several appartements of which few were suitable.
5. I was given this address by a man whom (that) I met at the airport.
6. The man who (that) answered the phone said that it was the wrong number.
7. The bed on which I slept had no springs. (or) The bed which (that) I slept on had no springs.
8. Before the Gulf War, the roads were crowded with refugees of whom many were hungry.
9. Rashid whose leg is still in a plaster cast, will have to watch the match on T.V.
10. He wanted to visit me at 11 p m. which didn't suit me at all.

★★**XIII.** 1. Whose, which 2. what, which 3. who (that) 4. which 5. whose 6. what 7. which 8. whom 9. which 10. who

★★**XIV.** 1. The house they built fell down after two months.
2. The bus, arriving late, was full.
3. The money he borrowed from his friend was lost.
4. She was the most beautiful girl to attend the party.
5. The street leading to the university is very wide.
6. Buildings built 50 years ago are more robust than those built these days.
7. The man I saw at the party yesterday turned out to be my new boss.
8. Books boring him were usually thrown into the waste basket.
9. Being the last person to arrive that night, he was obliged to sit near the kitchen -door.
10. He said that bonds, purchased last month, made a large profit.

★★**XV.** 1. (whom, that) 2. (which, that) 3. (which, that) 4. who 5. (which, that) 6. whom 7. which 8. (which, that) 9. whose 10. which [relatives between brackets can be ommitted]

★★**XVI.** 1. The captain was the last man to leave the sinking ship.
2. Tourists travelling abroad a lot should make prior reservations at hotels.
3. The man being sick was brought to the doctor.
4. Students punished yesterday are to report the headmaster's office.
5. He was the only student to understand the lesson.
6. Guns fired recently are easy to detect.
7. Mona was the first person to see the flying saucer.
8. The car stolen from the garage was returned to its reghtful owner.
9. Plants watered by salty water seldom survive.
10. People wanting to survive a nuclear war should build proper shelters.

★★**XVII.** 1. what 2. where 3. how 4. whom 4. where 6. why 7. when 8. what 9. who 10. when

CHAPTER 5

Adverbs

★★I. 1. hard: adv.of manner, always : adv. of frequency 2. early: adv. of time 3. around: adv. of place 4. fair: adv.of manner 5. fairly:adv.of degree 6. severely: adv.of degree or manner 7. indoors: adv.of place, today: adv. of time, heavily:adv. Of degree or manner 8. too:adv..of degree, far: adv.of manner 9. never: adv.of frequency 10. gratefully:adv.of manner.

★★II. 1. severely 2. slowly 3. yesterday 4. there 5. very 6. certainly 7. now 8. gracefully 9. always 10 why.

★★III. 1. This girl dances gracefully. 2. That boy looks intelligent. 3. Go back as quickly as you can. 4. write your answers as clearly as possible. 5. The tea tastes bitter. 6. The singer sang in a lovely way. 7. I didn't gi anywhere yesterday. 8. He answered with difficulty. 9. She stared at me in an unfriendly manner. 10. This perfume smells nice.

★IV. 1. hard: how 2. slowly:how 3. soon: when 4. quickly: how 5. here :where 6. there : where 7. noisely : how 8. correctly :how 9. tomorrow: when 10. sweetly: how.

★V. 1. badly 2. well 3. quickly 4. slowly 5. beautifully 6. fast 7. hard 8. early 9. helpfully 10. fair.

★ VI. 1. slowly 2. noisely 3. yesterday 4. here 5. slowly, in 6. sweetly 7 hard, well, today 8. yesterday, tomorrow 9. fast 10. very.

★★VII. 1. always 2. very 3. moderately 4. upstairs 5. usually 6. not 7. down 8. too 9. here, tomorrow 10. very 11. ever 12. completely 13. kindly 14. where 15. yet 16. quickly 17. quite 18. very 19. rather,fairly 20. still

★★VIII. 1. severely 2. harder 3. more severely 4. faster 5. more gracefully 6. rashly 7. badly, worst 8. carefully 9. earlier 10. louder or more loudly

★★IV. 1. We usualy go to Alex in summer. 2. Has Lina arrived at the office, yet. 3. He behaved very well yesterday. 4. She broke her leg twice last year. 5. He is seldom here before nine o'clock. 6. They met by the bridge at noon yesterday. 7. He arrived early enough to have a front seat. 8. He was badly injured at the stadium yesterday. 9. Clearly, I have to do better next time. 10. Obviously, the criminal used to hide here.

Chapter 6

Verbs

★I. 1. are playing 2. has given 3. climbed 4. is shining 5. will see 6. can read 7. was 8. may come 9. should do 10. are

★II. 1. laughed: action 2. is: state of being 3. was: state 4. swim: action 5. wrote: action 6. is: state 7. is: state 8. saw: action 9. washed: action 10. were: state

Forms of Verbs

★III. 1. He sits at the window and watches the traffic.
2. It builds its nest in summer and flies to the south in winter.
3. She lives in a small house which has only one room.
4. He leaves for Alex at four today.
5. He wakes up at seven o'clock, washes, dresses and runs quickly into the dinning room for breakfast.
6. He goes to school every day.
7. He never works hard.
8. It eats a smaller fish.
9. She cooks food for her family.
10. It cries when it is hungry.

★IV. Revise your tables.

★V. 1. Embitter 2. Soften 3. Endear 4. Whiten 5. Lighten 6. Endanger 7. Beautify 8. Liquefy 9. Deepen 10 Legalise 11. Enable 12. Fertilise 13. Entrench 14. Crucify 15. Horrify 16. Civilise 17 Enslave 18.

Domesticate 19 impersonate. personify 20 lessen 21. Encode, codify 22. Enclose 23. Advise 24 Dampen 25. entomb

General Qualities of Helping Verbs

Contracted Forms

★**I.** Revise your lesson

Negative and Interrogative

★**II.** 1. He mustn't eat meat. Must he eat meat?
2. We can't read English. Can we read English?
3. You don't have a knife. Do you have a knife?
4. I'm not early. Am I early?
5. He oughtn't to laugh more. Ought he to laugh more?
6. He doesn't have a clever brother. Does he have a clever brother?
7. She won't be late. Will she be late?
8. I shan't study more. Shall I study more?
9. She isn't foolish. Is she foolish?
10. He hadn't got a headache. Had he got a headache?

★★**III.** 1. She shouldn't be here any moment now. Should she be here any moment now? 2. She mustn't (needn't) study harder. Must she study harder? 3. They didn't do their duty. Did they do their duty? 4. I shan't answer the door. Shall I answer the door? 5. He hasn't arrived yet. Has he just arrived? 6. He used not to swim every morning. Used he to swim every morning? 7. You oughtn't to go home. Ought you to go home? 8. she wasn't playing in the garden. Was she playing in the garden? 9. He hasn't been her before. Has he been here before? 10. They won't tell you the truth. Will they tell you the truth?

Question Tags

★**IV.** 1. Mustn't we? 2. Aren't I? 3. Isn't he? 4. Will you? 5. Shall I ? 6. Can't they? 7. Has it? 8. Does she? 9. Won't you 10. Doesn't he?

★★**V.** 1. Need I? or Do I? 2. Shall I? 3. Won't he? 4. Aren't I? 5. Doesn't he? 6. Didn't she? 7. Don't you? 8. Has he? 9. Could she? 10. Did they?

★★**VI.** 1. Needn't we? or Don't we? 2. Didn't they? 3. Will you? or Won't you? 4. Will you? or Won't you? 5. Shall we? 6. Didn't she? 7. Can I? 8. Shall I? 9. Aren't I? 10. Hadn't I?

Comment Tags

★★**VII.** 1. Haven't you? 2. Can he? 3. Wouldn't he? 4. Does it? 5. Must I? 6. Haven't you? 7. Couldn't she? 8. Did you? 9. Aren't you? 10. Was it?

Agreeing or Disagreeing with Remarks

★★**VIII.** 1. No, they don't. 2. Oh yes, they do. 3. Yes, they are. 4. Oh no, it's not. 5. Oh no, I'm not. 6. Oh yes, it can. 7. Oh no, it isn't. 8. No, she didn't. 9. No, there aren't. 10. Oh yes, there are.

Short Answers

★★**IX.** 1. Yes, I am. No, I'm not. 2. Yes, it is. No, it isn't. 3. Yes, it was. No, it wasn't. 4. Yes, I do. No, I don't. 5 Yes, he must. No, he needn't. or No, he mustn't. 6. Yes, you do. or Yes, you must- No, you don't. or No, you needn't. 7. Yes, you may. No, you may not. 8. Yes, they were. No, they were not. 9. Yes, I could. No, I couldn't. 10. Yes, he has. No, he hasn't

Additions to Remarks

★★**X.** 1. He's an engineer and so is Youssef
2. John can speak Japanese and so can his wife
3. I don't believe it and neither does Maha.
4. He didn't know the way, nor anybody else
5. He used to work in a bakery and so did his friend
6. He can't come nor can Adam.
7. You must come and so must your wife.
8. I'm not going but you are

9. He wants to help us but she doesn't.
10. I must be there early but you needn't.

Emphatic form

★**XI.** 1. Maha does like bananas. 2. Ali did run fast in the last race. 3. I will give him a present. 4. You did do your homework well. 5. They shall repent whatever they did to me. 6. You did bring a lot..... 7. He did ask me to teach..... 8. We did have a good swim.... 9. Ossama does run fast. 10. He shall be punished.

Position of Adverbs of Frequency

★**XII**. 1. He has **never** been.... 2. You must **always** say.... 3. You can **sometimes** visit us. 4. Have you **ever** been.... 5. He has **twice** insulted me. or He has insulted me **twice**. 6. She would **often** cry.... 7. I have **seldom** seen..... or **Seldom**, have I seen.... 8. . He has **frequently** visited us. 9. **Usually,** he needn't stay late. Or he needn't usually stay late. 10. He will **often** be....

Helping Verbs followed by Infinitive

★★**XIII.** 1. Bedouins used to.... 2. You are to.... 3. Your book may have been..... 4. Don't move! 5. He was able to explain. 6. I should say nothing.... 7. I have to go now. 8. They ought to warn.... 9. I'll have to hurry. 10. You don't have to pay anything.

1. Verb "to be"

★**XIV.** 1. is 2. was 3. was 4. were 5. were 6. is 7. is 8. are 9. are 10. am
★★**XV.** 1. will be 2. is 3. were 4. are 5. been 6. be 7. was 8. being 9. were (subjunctive mood) 10. was
★★★**XVI.** 1. were 2. being, being (or to be, to be) 3. have you been waiting 4. was to put 5. to be 6. would you be 7. is opening (or will be opening or is to open) 8. is to be 9. to be 10. was to be
★★★**XVII.** 1. He is looking for his lost watch. 2. It was stolen from him yesterday. 3. He is absent-minded. 4. He is to report to the police station.

2. Verb "to have"

★★**XVIII.** 1. has got 2. has got 3. Has or Does a pentagon have 4. Do babies have 5. Had you got 6. will have 7. Have you got 8. are having 9. shall (will) have or I'm having 10. had
★★**XIX.** 1. I had my watch cleaned. 2. I had my ears pierced. 3. They had the man arrested. 4. I'll have my house decorated next month. 5. She had the grass cut 6. I had my eyes tested. 7. I'm having my shoes mended. 8. I had the sheep skinned. 9. I had the dripping tap seen to. 10. She had her hair arranged in a new style.

3. Verb "to do" and Others

★**XX.** 1. a. He mustn't do it again. Or He needn't do it again. b. Must he do it again?
2. a. She didn't do her share of the work. b. Did she do her share of the work?
3. a. It wasn't very late. b. Was it very late?
4. a. He can't speak French. b. Can he speak French?
5. a. We don't like her very much. b. Do we like her very much?
6. a. You shan't have another one tomorrow. b. Will you have another on tomorrow?
7. a. He may not go now. b. May he go now?
8. a. He hasn't enough to eat. b. Has he enough to eat?
9. a. He won't come if he can't. b. Will he come if he can?
10. a. We couldn't do that quickly. b. Could we do that quickly?
★★**XXI.** 1. Didn't he? 2. Did he? 3. Yes, he did. 4. No, he didn't 5. Yes, he did. 6. No, he didn't. 7. He loved her very much but she didn't. 8. He loved her very much and so did she. 9. He loved her more than she did. 10. He did love her very much.

4, 5. Shall and Will

★★**XXII.** 1. shall 2. Will or won't 3. will 4. shall 5. will 6. shall (will) 7. will 8. will, will 9. shall 10. shall
★★**XXIII.** 1. would 2. should 3. should, should 4. should 5. should 6. should 7. would, should 8. should 9. should 10. would 11. Would 12. would 13. Should 14. would 15. would.

6. Can, could

★★**XXIV.** 1. be able to 2. Can 3. could (n't) 4. be able to 5. could 6. could 7. could (n't) 8. will be able to 9. will be able to 10. could, was not able to

7. May, might etc.

★★**XXV.** 1. can 2. may, can 3. may 4. might 5. should 6. might 7. may or (might) 8. Could (Can) 9. may, can 10. may

8, 9. Ought to, Must etc.

★★**XXVI.** 1. had to 2. should (ought to) 3 should (ought to) 4. mustn't 5. didn't have to 6. must 7. had to 8. have to 9. should 10. should

★★**XXVII.** 1. a. You needn't come to work tomorrow. or You don't have to come....
b. You mustn't come to work tomorrow. or You aren't to come....
2. a. He needn't go to Paris. or He doesn't have to go....
b. He mustn't go to Paris. or He isn't to go to Paris.
3. a. You needn't pay him now or You don't have to pay him now.
b. You mustn't pay him now. or You aren't to pay him now.
4. a. You needn't answer.... or You don't have to answer....
b. You mustn't answer..... or You aren't to answer...
5. a. He needn't write..... or He doesn't have to write....
b. He mustn't write..... or He isn't to write.

9, 10. Mustn't and Needn't

★★**XXVIII.** 1. needn't 2. mustn't 3. mustn't 4. mustn't 5. needn't 6. needn't 7. must 8. needn't 9. needn't 10. mustn't

10. Didn't need to and Needn't have

★★**XXIX.** 1. Didn't need to push 2. needn't have waited 3. needn't have stayed 4. didn't need to take 5. didn't need to ring

11,12. Dare, Used to

★★**XXX.** 1. They used not to be so rich.
2. We dared them to fight us.
3. How dare you make such an impudent remark?
4. Before they moved, they used to come every day to play bridge.
5. They didn't dare tackle that fierce dog, Did they?

Modals and Perfect Infinitives

★★★**XXXI** 1. It must have fallen from its nest.
2. You needn't have sent a telegram; a letter would have done.
3. You should have left a note.
4. I could (might) have been mistaken.
5. If they had gone any further, they would have fallen over a precipice.
6. I was to have gone on Monday, but on Monday I had a.....
7. They may (might) have been in a hurry.
8. He thinks that Shakespeare may have written it. Shakespeare couldn't have written it because......
9. No, it couldn't have been Maha. She never has a meal in it. It must have been Mona.
10. You should have warned them that the ladder was dangerous.

Tenses

Present Tenses

★**I.** 1. are learning 2. shines 3. is drawing 4. rains, is raining 5. wake up, have 6. is crying, is 7. are, am sitting 8. travel 9. works 10. is beginning.

★★**II.** 1. are you thinking 2. I don't agree 3. I hear 4 knows 5. are watching 6. stay, are having. 7. I don't speak, I am studying 8 I don't remember 9 I hate 10 costs

★★**III.** 1. since 2. for 3. for 4. since 5. since 6. for 7. since 8. for 9. since 10. for

★★**IV.** 1. have been living 2. haven't seen 3 have you been learning 4. has been sitting 5. have shut up, have gone away 6. have been waiting 7. have been swimming 8 have already eaten 9. has been crying 10. have you ever been

★★V. 1. have been standing, (for), hasn't arrived. 2. have been writing, (for) 3. (since), have read 4. have you memorised, (since) 5. have been sitting (for) 6. Have you seen, (since) 7. haven't seen (for) 8. haven't you been, (since) 9. has been working, (since) 10. has been, (for)

★★VI. 1. haven't seen, met 2. was 3. visited 4. hasn't spoken 5. bought 6. hasn't written 7. has Mr. Hussein arrived yet 8. Did Mr. Hussein come 9. has got 10. got.

Past Tenses

★VII. 1. was shining, went 2. was raining, came 3. was working or (worked), was sleeping 4. arrived, was still sleeping 5. jumped off, was moving 6. went out, were doing 7. cut, was cutting 8. arrived, was writing 9. fell down, was running 10. ran, broke

★★VIII. 1. went 2. went 3. was going, arrived 4. has just gone 5. went 6. heard, haven't heard 7. is, is writing 8. saw, was living 9. hope, gets, heard, got 10. is writing, has already written, wrote

★★IX. 1. had eaten, arrived 2. found, had already stolen 3. Had you already left, started 4. hadn't finished, started 5. had already spread, arrived 6. had set, was 7. wondered, hadn't visited 8. drank, had finished 9. said, had already seen 10. went, had finished

★★X. 1. got, had been working 2. did not like, had been living 3. were, had been reading 4. had been working, stopped 5. had been trying, was

Future Tenses

★XI. 1. I shall (I'll) eat bread everyday. 2. He'll like geography. 3. I shall (I'll) feel ill if I eat too much. 4. Shall we need coloured pens? 5. It won't hurt. 6. We shan't (won't) do our homework at class. 7. They'll come here in winter. 8. Why won't he drink his Cola? 9. He'll be able to sing. 10. I shall have to read more.

★XII. 1. I'm going to go home tomorrow. 2. He's going to lend me the money. 3. My father is going to buy me a new car. 4. They're going to learn Italian. 5. I think I'm going to be sick. 6. We're going to finish all the work. 7. Nadia is going to get married. 8. I'm afraid it's going to cost a lot of money. 9. Where is he going to stay? 10. He isn't going to come home.

★★XIII. 1. She'll know in a minute. 2. I'm going to understand it better tomorrow. 3. He'll give it to you.... 4. I think I'll be sick. 5. He's going to live in Paris for a year. 6. I know he's not going to agree (he won't agree). 7. Sometimes the baby will cry for hours. 8. I heard the bell, I'll open the door. 9. I'll phone her now. 10. I'm going to study well this year.

★★XIV. 1. he'll have been 2. will have been playing 3. will be (or is going to be) 4. will wait, arrive 5. will visit (are going to visit), returns 6. shall have been driving 7. won't have eaten 8. am not going to do 9. comes, are preparing 10. decide, I'll tell.

★★XV. 1. What will you be doing in ten years time?
2. At seven o'clock I shall still be mending the chair.
3. I shall (I'll) be waiting for you at our usual place.
4. By next June he'll have finished writing his new novel.
5. By the end of March, he'll have taught us to speak French.
6. By the end of the year, he'll have been teaching us History for two years.
7. Tomorrow, you shall have a bicycle, on my word of honour.
8. This time next week, you'll be swimming in the sea.
9. She'll be still talking for at least another hour.
10. I'm seeing him tomorrow. or I'll see him tomorrow or I'm going to see him tomorrow.

Future in the Past (The Conditionals)

★★XVI. 1. would enjoy 2. wouldn't feel 3. he would not cut 4. would have stopped 5. would have rung 6. would have been staying 7. would have gone 8. would have stopped 9. wouldn't have made 10. wouldn't be

Mixed Tenses

★★XVII. 1. wait, arrive 2. heat, expands 3. went, had finished 4. phoned, got 5. has been 6. have climbed up 7. has seen 8. is, looks, to be 9. shall be sitting 10. are having 11. called, would have taken 12. will be moved 13. had gone, would have fallen 14. I shall be waiting 15. would take care.

Active and Passive Voice

★**I.** 1 A goal is scored by Hany. 2. A stone was thrown by Ali. 3 The dinner had been cooked by Maha. 4. The window is being broken by George. 5. An ear-ring was stolen by the thief. 6. Her homework hasn't been done by Mary, yet. 7. Mice are killed by cats. 8. A song is being sung by him. 9. Nothing was written by them. 10. His debts weren't paid by him

★**II.** 1 Is tennis played by him? 2 Were those letters posted by you? 3. Was the window broken by you, George? 4. Has his homework been done by him. 5 Was the piano being played by him? 6. Is their dinner cooked by them? 7. Where was he buried (by them)? 8 When is his dinner eaten by him? 9. Is a novel being written by him? 10 Had all his money been spent by him?

★★**III.** 1. The president was given a warm welcome (by the people). 2 The window has already been repaired. 3. The players were promised a large reward if the match was won. 4. Each of the boys was bought a football. or The boys were bought a football each. 5. He was taught English and (was) given a dictionary. 6. They were lent a car for the afternoon. 7. The visitor was brought something to drink. 8. The dog was left in the garden. 9. When we first met, I had already been offered a job. 10. I was ordered by the doctor to stay in bed.

★★**IV.** 1. My father is being visited at this moment. 2. Football mustn't be played after meals. 3. Your debts should be paid before leaving. 4. Animals are not allowed on board this aeroplane. 5. The window will be repaired the next Wednesday. 6. Your bag is being mended 7. The students have been told about the exam. 8. The Olympic Games were being watched by about a million individuals 9 The furnace is checked every month. 10. Your parents ought to be called tomorrow.

★★**V.** 1. Sugar is not sold by green-grocers 2 Let all the doors be closed 3. Let this letter be posted tomorrow. 4. Where was his car left? 5. How often must these pills be taken? 6 It wasn't done on purpose, it was an accident 7 Has he been interrogated yet? 8 Can I be helped with my homework? 9. By whom was the window broken? 10 Who have been seen (by you) breaking the safe?

★★**VI.** 1. My bicycle was damaged yesterday. 2. Several people were killed in an accident last night. 3. The letter has just been posted. 4. Dollars can be changed into pounds at the bank. 5 Many computers are manufactured in Taiwan nowadays. 6. All the students have been invited. 7. Luckily, the machinery was not damaged 8. Football is being played all morning by him. 9 Smoking is not allowed on aeroplanes. 10. This machine must be cleaned every time it is used.

★★**VII.** 1. Ahmed was asked where he had been. 2. Cheques must be written in ink. 3. The gun was fired by an unseen hand. 4 This bed has not been slept in for years. 5. Have the questions been answered? 6. People often ask policemen the way. 7. Wellington defeated Napoleon at Waterloo. 8. Peanuts filled the box. 9. Why didn't they tell me the truth? 10 Where was he buried?

★★**VIII.** 1. You must have been given the papers that were meant for the term exam.
2. Nothing has been moved since you were sent to hospital to be treated.
3. You are expected to be interested in the music band you were chosen for.
4. Weren't you ever taught how a car is driven?
5. Don't let yourself be heard
6. I won't be spoken to as if were a servant.
7 Were you frightened by the explosion?
8. This glass hasn't been drunk out of. or : This glass has been drunk out of by no one
9. It is said that leopards run faster than lions or better Leopards are said to run faster than lions
10. I should like to be taken to the circus.

★★★**IX.** 1. We were amazed to hear that your salary had not been received
2. I was promised that I would be given the money at the party
3. His enemies were bitterly angered by his escape especially as his being hanged had been counted on.
4. That camera is going to be bought as soon as its price is collected.
5 Let the alarm-clock be stopped. everybody has been disturbed

★★★**X.** 1 I wasn't paid for the work. I was expected to do it for nothing
2. Ours lodgers are asked not to play their radios loudly after midnight
3 Why wasn't I informed of the new schedule?

4. Has my letter been posted?
5. Other people's schemes have been tried. Why hasn't my scheme ever been tried?
★★★**XI.** 1. The money was added and found to be correct.
2. He likes to be called "Sir".
3. We are being followed.
4. Before printing was invented, everything had to be written by hand.
5. Don't let that button be touched.
★★**XII.** 1. We had (or got) them cleaned yesterday.
2. I got (or had) my shoes mended.
3. Have (or get) another photograph.
4. Get (or have) it translated into English.
5. Did you get (have) your hair cut yesterday?

★★**XIII.** 1. He is expected to win the race tomorrow. 2. Ali is known to speak five languages. 3. The missing girl is believed to have been killed. 4. It is said (reported) that the world leaders have reached an agreement. 5. It is expected that the criminal will be condemened to death. 6. She is known to work hard. A lot of tea is known to be drunk in England. It is believed that Naguib Mahfouz is (was) a great writer. It is thought that the thieves have escaped from prison. President Bush is believed to be a religious fanatic.

★**XIV.** 1. Kareem took the pen. 2. The mechanic repaired the car. 3. The cook is preparing dinner. 4. Shakespeare wrote these letters. 5. Mohsen has broken the window. 6. The boy closed the window. 7.The carpenter has repaired this chair. 8. Are they examining the new student now? 9. Has every one forgotten it? 10. The army is bravely defending the city.

★★**XV.** 1. We keep all our books in the cupboard. 2. They didn't see any light. or They saw no light. 3. They will forget this accident in a few years time. 4. A thief has stolen my car. 5. They have never punished him. 6. He is repairing my shoes. 7. They drink a lot of tea in England. 8. We must look into this matter. 9. The teacher is going to explain the lesson soon. 10. They should have told her.

Mood

★★**I.** 1. Indicative-statement 2. subjunctive-conditional 3. imperative-command 4. indicative-negative statements 5. indicative-question 6. Infinitive 7. infinitive-gerund 8. subjunctive-wish 9. indicative-negative question 10. imperative-request.

Indicative Mood

★**II.** 1. a. He isn't very late. b. Is he very late?
2. a. I mustn't do it now. or I needn't do it now. b. Must I do it now?
3. a. Jihan doesn't like tea. b. Does Jihan like tea?
4. a. I don't read well. b. Do I read well?
5. a. She didn't sleep all night. b. Did she sleep all night?
6. They don't play handball.b. Do they play handball?
7. She can't leave now. b. Can she leave now?
8. She doesn't feel well. b. Does she feel well?
9. I haven't seen him there. b. Have I seen him there?
10. He wasn't washing his clothes. b. Was he washing his clothes?

Subjunctive mood

★★**III.** 1. be 2. clean 3. should be 4. were 5. were 6. were 7. slept 8. were 9. go 10. should be

★★**IV.** 1. will arrest 2. would type 3. would (could, might) have caught 4. had 5. had worn 6. change 7. wouldn't have printed 8. would jump 9. should I do 10. won't be.

Infinitive Mood

★★**V.** 1. to wait. 2. to smoke 3. help 4. tell 5. to see 6. send 7. to do 8. to (come), stay 9. to inform, (to) disobey 10. to go, make, go 11. clear 12. sing 13. bewail 14. to stay 15. to fail 16. to be 17. to see 18. to meet 19. manicure 20. watch

★★**VI.** 1. No, I intended to but I forgot. 2. He doesn't want to. 3. I told her not to. 4. He had to; otherwise he'd have missed the train. 5. The policeman told me to.

Present and Past Participles

★★VII. 1. amusing 2 shaven 3. broken 4. breaking 5. melting 6. walking 7 escaped 8. haunted 9. hidden 10 tired

★★VIII. 1. He gave me a signed cheque 2. The weeping girl cried because she had lost her mother. 3. I like overdone meat. 4. The extent of his known crimes is staggering. 5. The firemen put out the fire in the burning house.

★★IX. 1. filled 2. broken 3 being 4 containing 5. lost, found 6 broken 7. burning 8. interesting 9. boiled 10. bored

Dangling (misrelated) Participles

★★X. 1. When carrying a gun, you should never point it at anyone 2. As he was riding in his first race, his horse fell at the last jump. 3. As I was passing under a ladder, a pot of paint fell on my head. 4. Rushing out of the house, I was knocked over by a lorry. 5. As he was getting out of bed, a scorpion stung him. 6. A huge tree was uprooted by the storm and blocked the road. 7. He fell from such a height that we thought he'll never survive. 8 As the boat was tied to a post, the sea tossed it up and down. 9. Pinned to the door by a knife, a piece of paper, with writing on it, was seen by the man. 10. I led the dog, that was barking furiously, out of the room

★★XI. 1. Knowing that he was poor, I offered to pay for his ticket. 2. Getting off his horse, he began searching his pockets. 3. Finding his cage door open, the lion escaped. 4. One day, sitting by the fire, you will look at my photo and you'll remember me 5. Having stolen the silver, he looked for a place to hide it. 6. Having fed the dog, he sat down to his own dinner 7. Being exhausted by his work, he threw himself on the sofa and was fast asleep within seconds. 8. Infuriated by interruptions, the speaker refused to continue. 9. She searched everywhere hoping to find the will. 10. Thinking that we were lost, he offered to show us the way home.

Infinitive and Gerund

★★XII. 1. seeing 2. waiting 3. to see 4. to lock (locking), going 5. to explain, to listen 6. exceeding 7. hearing, not to enter 8. to pacify, to be pacified, grumbling 9. to forget, worrying 10. paying 11. to give 12 meeting 13. writing, waiting 14. stopping, forgetting, to wind 15. doing 16. repeat, to make, to do 17. earn, scrubbing, to make, blackmailing 18. doing, doing 19. talking, to finish 20. to make, rubbing

★★XIII. 1. He talked no more b. He stopped doing whatever he was doing and begin talking.
2. a. The grocer was paid b. The grocer hasn't been paid, yet.
3. a. He didn't pay any more. b He paid.
4. a. The shoes were clean. b. He remembered that his shoes needed cleaning and cleaned them.
5. a. He plugged the hole but it was of no use. b. He couldn't plug the hole.

★★XIV. 1. This tea is too hot to drink. 2. I'm too excited to think clearly 3. You're old enough to know better. 4. The problem is too difficult for us to solve. 5. Our teacher is clever enough to tell you the answer. 6. Our cat is too lazy to catch mice. 7. the river was too deep for them to walk across. 8. He's (quite) well enough to go back to work. 9. Walid is tall enough to touch the ceiling. 10. The moon is bright enough for me to read by its light

★★★XV. 1. to act: subject to verb "is" 2. to be engaged: complement to verb "are" 3. to have been told: object to verb "should like" 4. to meet: adverb of purpose modifying verb "went" 5. to speak: adjective qualifying " the way" 6. to complete: subject to verb "was" 7. tell: objective complement to object "me" 8. to paint: adverb of purpose modifying verb "have come" 9. to be: object to verb "want" 10. to hear: adverb of reason modifying verb "was"

★★XVI. 1. Gerund 2. adjective 3. cont. tense 4. gerund 5. adjective 6. gerund 7. adjective 8. gerund 9 cont. tense 10. gerund

★★★XVII. 1. gone: past participle forming part of a present perfect tense.
2. Having written: perfect participle active forming an adverb phrase of time.
3. burning: present participle acting as an adjective qualifying "house".
4. Eating: gerund as subject to verb "is " and as a verb has its own object "the correct amount".
5. conquered: past participle acting as an adjective qualifying "country".
6. ringing: present participle forming part of a present continuous tense.
7. Taking: present participle forming an adverb phrase of manner.
8. Knowing: present participle forming an adverb phrase of reason.
9. smoking: gerund as object to verb "give up" and has its own object "cigarettes"

10. broken: past participle acting as an adjective qualifying "leg".

CHAPTER 7
Prepositions

★I. 1. of 2. on 3. in 4. with 5. at 6. through 7. by 8. from, to, on 9. on 10. on, for 11. in, in, in 12. with, into 13. at, between 14. to, with 15. with 16. by, on 17. below or under, in 18. with, about 19. among 20. for 21. at or after or before 23. at 24. in 25. over or on.

★★II. 1. out, in 2. with 3. over 4. after 5. at 6. back 7. for 8. through 9. up with 10. round or to, out 11. acoss or upon, in 12. for, down 13. round, after 14. in 15. into, across 16. in 17. over 18. down, about 19. down 20. off 21. out 22. up 23. off 24. on 25. away, for 26. for, through 27. back 28. off 29. up, by 30. round 31. about 32. for, of 33. up 34. for 35. up 36. down 37. off, to 38. out 39. out, up 40. on, at 41. after 42. at, with 43. after, at, for 44. through, for 45. of, of 46. on 47. off 48. with, for 49. to, for 50. at, with 51. at, by, through or for 52. against, down 53. on, with 54. up, off, for 55. in, up, with 56. at, to, without 57. for, to 58. out, in 59. out, up with 60. on or upon, by, into 61. at, after 62. for 63. .in 64. out 65. over, on 66. out 67. on, away 68. over 69. down, into 70. down 71. into 72. off 73. for, out 74. round 75. down 76. at, for 77. by, for 78. back 79. for 80. on 81. up 82. down 83. off 84. up 85. down 86. off, by 87. back 88. in, at 89. back 90. up 91. out 92. over 93. up 94. for 94. over 94. through 97. down 98. down 99. foreward 100. off 101. by 102. of, to, of 103. of 104. In, to, of, in, of, for 105. for, in 106. up, in, of 107. for, in 108. on, of 109. off, at, over, of 110. round, in or during, of 111. of, without, against 112. at, at, up 113. about 114. against 115. with, for, with 116. for 117. into, to 118. foreward to 119. down on 120. out of.

CHAPTER 8
Conjunctions

★I. 1. but 2. so 3. or 4. The weather was windy, rainy and cold. 5. but 6. or 7. but 8. so 9. She neither studied hard nor succeeded. 10. He's not only intelligent, but he's also hard working. (other answers are possible)

★II. 1. Neither did he cheat nor did he lie. 2. Not only was he kind, but he was also brave. 3. Either he went home or to the club. 4. Neither did he sell his car, nor did he use it. 5. Not only does she clean the house but she also cooks dinner.

★★III. 1. Either, or 2. not only, but also 3. or, so (etc). 4. Although (etc). 5. nor (and neither) 6. either, or 7. becuse (etc). 8. although (etc). 9. nor 10. if (or whether or when or where), and. 11. but 12. neither, nor 13. lest 14. so (etc) 15. because (etc)

★★★IV. Revise your book

★★★V. Revise your book

★★★VI. Revise your book

CHAPTER 9
Intrejections

★I. 1. Alas! 2. Hello! 3. Bravo! 4. Hurrah! 5. Hush! 6. Wow! 7. Ugh! 8. Oops! 9. Hm! 10. God bless you! 11. Ouch! 12. Shame! 13. At last! 14. Good bye! 15. Damn!

CHAPTER 10

★ ★ ★ Prefixes, Suffixes and Roots

I. 1. missionary 2. honourary 3. dictionary 4. voluntary 5. surgery 6. history 7. compulsory 8. dispensary 9. purgatory 10. concilyatory
II. 1. (10) 2. (100) 3. (5) 4. (3) 5. (2) 6. (3) 7. (1) 8. (2) 9. (20) 10. (8) 11 (2) 12. (2) 13. (4) 14. (½) 15. (6) 16. (2) 17. (2240) 18 (2) 19 (½) 20 (100)
III. 1. thermometer 2. microscope 3 telescope 4. barometer 5. submarine 6. unicorn or rhinoceros 7. pendulum 8 periscope 9. thermostat 10. tripod
IV. 1. undergroud 2. uniform 3 centurion 4. perinatal 5. malnutrition 6. telephone 7. tricycle 8. equidistant 9. geography 10. hemiplegia 11 megabyte 12. philanthrope 13. submarine 14. translucent 14. benefactor 16. foredeck 17. mid-atlantic 18. polygonal 19 pentagon 20. extracurricular (see other possibilities in your textbook)
V. **1.** biology 2. chromophobe 3 endoscope 4. kilogram 5 osmosis 6. articulate 7. coronary 8. action 9. micrometer 10. metropolis (see other words in your textbooks)
VI. 1. an = lack of. aemia = blood 2. mono = one, ocle = eye 3. quadro = four, ped = foot 4. deca = ten, gon = angle 5. bi = two, cycle = wheel 6. philo = love, sophy = wisdom 7. semi = half. lun = moon, ar = adj. ending 8. megalo = huge. polis = town 9. intra = inside, card = heart. iac = adj. ending 10. poly = multiple. gamy = marriage 11 geo = earth. logy = science 12. extra = outside. marit = marriage. al = adj. ending 13. ante = before, nat = birth, al = adj. ending 14. an = without. archy = government 15. mono = alone or single, logue = speech

CHAPTER 11

Sentences, Phrases and Clauses

★ **I.** Revise your book
★ **II.** Revise your book
★**III.** 1. sentence 2. clause 3. phrase 4. phrase 5. clause 6. phrase 7. sentence 8. clause 9. phrase 10. sentence 11. sentence 12. sentence 13. phrase 14 clause 15. clause.
★ ★**IV.** 1. her complete recovery. subject 2. the contents of your missing wallet: object 3. his lake of manners: object 4. the hour of his death: subject 5. what to eat: subject 6. the cause of his absence: object 7. her virulent dislike of him: subject 8. his manner of affecting his own escape: subject, a cause of wonder to all of us: complement 9 his reasons for staying away. direct object 10 many children accompanied by their fathers and mothers: subject
★ ★**V.** 1. adjective phrase, qualifies (the man). 2. noun phrase, subject to verb (made) 3. adverb phrase of manner. modifies verb (walked) 4. adverb phrase of manner. modifies verb (went) 5. adverb phrase of purpose. modifies adverb (hard) 6. adjective phrase. qualifies the noun (boy) 7. adverb phrase of time. modifies verb (left) 8. noun phrase. object to preposition (at) 9. adverb phrase of time. modifies verb (met) 10. adverb phrase of place. modifies verb (jumped)

Adjective (relative) Clauses

★ ★**VI.** 1. I have lost my pen which (that) I bought yesterday.
2. I saw the man who (that) won the prize.
3. The bicycle which (that) my uncle, Aly, sent was for my birthday.
4. The oranges which (that) you are eating grew on our tree.
5. I saw the man whose dog had bitten me
6. Nadia lives in a house which (that) has a big garden. or Nadia lives in a house whose garden is big.
7. The boy whom (that) the police arrested was a thief
8. I've got to entertain my brother-in-law whom (that) I can't stand
9. Lewis Carrol who (that) wrote "Alice in Wonderland" was really a mathematician.

10. He went to Oxfort where he read the Classics.
11. I know the reason why he was angry.
12. I remember the day when the house burnt down.
13. I ate a cake which (that) was filled with nuts.
14. She complained about her neighbour whose dog kept barking all night.
15. He left school where he was always punished.

★★VII. 1. That my aunt gave me, dress 2. which I bought, cakes 3. who had robbed the old lady, thief 4. that won't start, car 5. who had been robbed, man

★★VIII. 1. non defining: Many people were injured in the capital of Zaire, where 10. 000 student took part in a demonestration. 2. defining; (as it is) 3. non-defining: The Nile, which flows through Cairo, is the longest river in the world. 4. non-defining: I went to see their new home, which I liked very much. 5. non-defining: Dumas, who was a famous French novelist, wrote the "Three Musketeers".

★★★IX. 1. The reason why he is angry is not not known .2. This is a book on astronomy which is the best. 3. We are living in times that are profoundly disturbing. 4. My brother, who hasn't the least talent, is quite mad to want to be an actor. 5. I ended up by making a speech, which I hadn't wanted to.

★★★X. 1. when 2. but 3. what, where, whom 4. which (that) 5. as

Adverb Clauses

★★XI. 1. if we have a holiday: of condition 2. when we arrived at the party: of time 3. as I showed you yesterday: of manner 4. although the ground was rather slippery: contrast 5. because it was very late: of reason 6. Everywhere I looked: of place 7. where they belong: of place 8. so that I should help him: of purpose 9. He was such a talkative man that: of result 10. lest he should be caught : of purpose 11. than I thought: of comparison or of degree 12. so that I can now pay my debts: of result 13. supposing that he asks you: of condition 14. unless you pay your debts today: of condition 15. should you change your mind: of condition 16. whatever dishonesty he was caught with: contrast or concession 17. hence they supported him: of result 18. as if he were Fred Astaire: of manner 19. since he wanted to impress his date: of reason 20. until you return safely: of time 21. as soon as I have the time: of time 22. so that he couldn't find it: of purpose 23. that he couldn't find it: of result 24. as I didn't want him to see it: of reason 25. had I had your abilities: of condition

★★XII. 1. before: of time 2. wherever: of place 3. so....as: of comparison or degree 4. although: of contrast or concession 5. lest: of purpose 6. if: of condition 7. As: of manner 8. as.....as: of comparison or degree .9. because: of reason 10. Hardly.....when or No sooner...... than: of time.

Conditionals (If Clauses)

★★XIII. 1. I'll give 2. will (shall) go 3. won't be 4. would type 5. won 6. should (would) have 7. isn't 8. ring 9. would have fallen 10. had tried 11. would have been captured 12. moves, get 13. shall (will) leave 14. shall (will) have 15. had 16. would answer 17. had worn 18. wouldn't buy 19. shall (will) go 20. would you do? 21. would see 22. would not go 23. keeps 24. would give 25. should be needed.

★★XIV. 1. won't get 2. wouldn't get 3. wouldn't have gotten (got) 4. would you have done? 5. would have made 6. shall (will) be 7. won't be (shan't be) 8. want 9. shall (will) do 10. do not disturb 11. shan't wait 12. would have stopped 13. would ring 14. would visit 15. wouldn't have shrunk

★★XV. 1. Were my friends only here, we would enjoy ourselves.
2. Had I been warned, I would've taken the necessary precautions.
3. Should he change his mind, please let me know.
4. Were it not for the expense involved, I would do it.
5. Had I the money, I would build myself a nice villa.

★★★XVI. 1. If I had seen the signal, I would have stopped.
2. Hadn't the astronouts been hampered by thick dust, they would have walked very far on the moon.
3. If she had known that you were in hospital, she would have visited you.
4. Had he been looking where he was going,he wouldn't have been run over.
5. If it hadn't been raining, I would have taken the children to the beach.
6. Unless he works overtime, he won't earn as much as I do.
7. If I had a map, I would direct you.
8. Unless they speak English to her, not French, her English won't improve.

9. If we had had enough money,we would have gone by air.
10. Had they been wearing life-jackets,they wouldn't have drowned.

CHAPTER 12
Sentences

★★I. Revise your book
★★II. 1. simple 2. compoud 3. simple 4. compound 5. complex 6. compound 7. simple 8. simple 9. compound 10. complex.
★★III. Revise your book
★★IV. 1. that he broke the window: noun clause, object to "admited".
2. which was of great interest: adjective (relative) clause, qualifies noun "book".
3. after I had left: adverb clause of time, modifies verb "arrived"
4. As he was ill: adverb clause of reason, modifies verb "couldn't come".
5. which was about to explode: adjective clause, qualifies noun "car".
6. that the king was ailing: noun in apposition to subject "news".
7. Although he was poor: adverb clause of contrast or concession, modifies "was".
8. unless you bless me: adverb clause of condition, modifies "shall not go".
9. than I am: adv. clause of comparison, modifies "taller".
10. who had gone blind:adjective clause, qualifies "man".
11. lest he should be awake all night:adv.clause of purpose, modifies "took".
12. however he lay awake all night: adv. clause of contrast, modifies "took".
13. So long as you don't exceed your income: adv. clause of condition, modifies "will never be".
14. Provided you revise your lesson: adv.clause of condition, modifies "don't have to worry".
15. Hardly had he arrived when: adv.clause of time, modifies "excused".
★V. 1. The cat 2. Ali 3. The old woman 4. two shillings 4. table 6. Hala 7. The rabbit 8. His son 9. he 10. the hen
★VI. 1. the station 2. ten books 3. the exercise books 4. a letter 4. a song 6. the animals 7. her foot 8. the bell 9. cheese 10. a motor car
★VII. 1. sang: intransitive 2. sang: transitive 3. became: of incomplete predication 4. kicked: transitive 4 eat transitive 6. eats. intransitive 7. is boiling: intransitive 8. sells: transitive 9 are: of incomplete predication 10. will go: intransitive
★★VIII. 1. Vitamins are necessary for life. 2 He likes travelling abroad. 3. The blind usually compensate by having acute hearing and a shrper sense of smell. 4. Drinking caused his downfall. 4. To forget was his aim. 6. How to escape from prison was his only thought. 7. That my father may be wrong never entered my mind.
★IX. 1. a. He can't read German. 2. I must't sleep. 3. I'm not late. 4. He doesn't have a broken knee. 5. We don't believe him. 6. It doesn't taste good. 7. You didn't sleep well. 8. I haven't got any books. 9. I didn't buy any ties. 10. We shan't stay here. 11. He doesn't know anything. 12. It doesn't cost a shilling. 13. They didn't understand. 14. He's not very late. 15. He won't do it. 16. They don't understand. 17. I'm not right. 18. He mustn't eat any. 19. He didn't give you a cake. 20. I didn't see anyone there. or (I saw no one there.)
★★X. 1. I don't want any tea or milk. or I want no tea or milk.
2. Nobody told him the news. or He was not told the news by anybody.
3. Neither Ali nor Nabeel are there. or Both Ali and Nabeel are not there.
4. Samir didn't hear a gun-shot nor (and neither) did I.
4. All men are not equal.or Not all men are equal.
6. He doesn't like to eat sweets nor does his brother.
7. Neither one of you should go.or Neither one of you need (to) go.
8. No one was there. or Not every one was there.

9. I never work late. or I sometimes do not work late.
10. I'll never see you. or I won't ever see you.
11. No one (Nobody) saw him kiss her.
12. She didn't kiss her husband or her son either. or She kissed neither her husband nor her son.
13. He didn't break the cup or the saucer.
14. He doesn't do his best to improve himself.
14. You can't come with him either.
16. He was neither rich nor happy.
17. You mustn't come. or You needed come.
18. I don't have two cars. 19. I haven't got two cars.
20. He hasn't solved the problem yet.

★**XI.** 1. Can he read German? 2. Must I sleep? 3. Am I late? 4. Has he a broken knee? 5. Do we believe him? 6. Does it taste good? 7. Did you sleep well? 8. Have I got any books? 9. Did I buy any ties? 10. Shall we stay here? 11. Does he know anything? 12. Does it cost a shilling? 13. Did they understand.? 14. Is he very late? 15. Will he do it? 16. Do they understand?. 17. Am I right? 18. Must he eat any? 19. Did he give you a cake? 20. Did I see anyone there?

★★**XII.** 1. Could you tell me when the train leaves?
2. Do you know whether they have gone home?
3. Do you think that it is going to rain to day?
4. She asked him where he had been all morning.
5. Do you think you could tell me where everybody has gone to?

★★**XIII.** 1. Who asked about me? 2. How many wives have you got? 3. Where did he dies? 4. Whom (who) is he looking after? 5. How much does i t weigh? 6. How often does he go to Alex.? 7. What is she searching for? 8. How tall is Ali? 9. What is its colour? 10. How much did they pay? 11. Whose is it? 12. By whom was she rescued? 13. Whose is this? 14. Why did you buy it? 15. When did he arrive? 16. Must I? or Need I? 17. Did he bring any? 18. Why is he running? 19. Whose fault was it? 20. Which girl was it?

★★**XIV.** 1. Seldom have I seen him so angry.
2. So happy was he that he gave all the money in his pocket to those with him.
3. Down went the submarine!
4. Neither did he pay his depts nor did he ask for postponement.
5. Nowhere did I see him.
6. Hardly could he walk, when he was attacked by polio.
7. Not only was he foolish, but also extravagant.
8. Had he arrived ealy, I would have been waiting for him.
9. Should he tell you anthoer story, tell him that he's a liar.
10. Under no circumstnces whatsoever will I meet him.

★★ **XV.** 1. He let the patient die because he was afraid to operate.
2. Do you think the peace-talks in Madrid will succeed?
3. The Russian, Gagarin, was the first man to fly in space round the Earth.
4. Whom did you meet at the convention yesterday?
5. On no account will I give him such an expensive present.

★★ **XVI.** 1. Nermeen bought a Siamese cat.
2. We watched the plane take off.
3. The question was too difficult for the boy to solve.
4. A bridge has been built crossing the river.
5. Do you know the reason for his leaving in a hurry?
6. I heard the gun go off.
7. Books written by hand are rare.
8. Ali's boss was angry with him for making many mistakes.
9. Being lazy, he did't pass the easy test.
10. We camped near a lake surrounded by green hills.

11. After seeing (having seen) the film, the people left the cinema.
12. Frightened horses are dangerous.
13. I watched the builders building a restaurant.
14. Wishing to visit Rome, Nabil got himself a visa.
15. The night being very dark, they last thier way.
16. I went to the stadium to see the All African Games.
17. I quarrelled with him for having broken our window.
18. I congratulaed him on (upon) his success
19. He was regaining enough of his health to to able to eat any food
20. He always drives carefully so as not to meet with an accident
XVII.1. He bought an old car.
2. The runner did his best to win the gold medal.
3. His leg being hurt, he couldn't play football.
4. We fed the hungry dog.
5. Having known him for many years, I have never liked him.
6. The house is old and small but cheap.
7. The weather being very hot, I took off my coat.
8. the poor man was cold, tired and hungry
9. The old car is still in excellent condition.
10. Being invited to dinner, he politely refused the invitation.
11. he jumped into the very cold water.
12. Having buying the morning newspaper from the news-stand, he started to read it while walking.
13. Do you want to buy this expensive car?
14. You must drive carefully to avoid accidents.
15. Arriving late, he missed his bus
16. I noticed him slipping out of the room
17. thanked him for bringing us a present.
18. The book being in Italian, I failed to read it.
19. Making efforts but failing, they were given a last chance.
20. The money not being returned at once, he'll be punished.
XVIII. 1. The man driving the car is my brother. or My brother is driving the car.
2. A man in a black coat will meet you at the bus stop.
3. Do you know the adress (whereabouts) of our hotel?
4. We asked him the reason for selling his car.
5. I'm sorry for not coming in time
6. He flew to London to visit his uncle.
7. The questions were too difficult to answer.
8. On reaching the Moon, the astronauts raised the flag.
9. He kept his money in the bank in order not to spend it.
10. Because of the rain, the ground was wet.
11. He has taken his punishment in a manly way.(as a man., with manliness etc.)
12. By walking faster, he wouldn't miss his train.
13. He admitted having stolen the money.
14. That was the reason for his anger (getting angry) with me.
15. Speak slowly to him in order to make him understand you.
16. Having taken off his hat and overcoat, he sat down.
17. They lost the game because of (due to) playing badly.
18. He acted like a judge. or He acted in a judicial manner.
19. Nothing will please me more than seeing you again
20. He jumped from the second floor window to escape (avoid being caught by) the police.

Chapter 13

★★★Analysis and Parsing

I.

Subject	Enlargement	Predicate	Extension	Complement	Object	Enlargement
1. Birds	of every kind	sing	in the forest	------------	------------	------------
2. Children	young	read	rarely	------------	books	serious
3. time	the	is	------------	What	------------	------------
4. (you)	------------	open	------------	------------	door	the
5. That	------------	sounds	------------	how exciting	------------	------------
6. He	------------	wished	------------	------------	her, dead (objective complement)	------------
7. bride	the young	looked	------------	lovely	------------	------------
8. You	------------	are going	where	------------	------------	------------
9. He	------------	gave	------------	------------	me (indirect) books (direct)	 two
10. gentleman	the, old	was	------------	a doctor	------------	------------
11. statue	the	was	------------	ten metres high	------------	------------
12. dogs	two	chased	------------	------------	other	each
13. I	------------	believed	------------	------------	him, friend (obj. complement)	my
14. He	------------	fell	------------	ill	------------	------------
15. wife	his, new	made	------------	------------	him, miserable (objective complement)	------------
16. milk	the	turned	the next day	sour	------------	------------
17. He	------------	arrived	at the office, yesterday	------------	------------	------------
18. learning	much	has made	------------	------------	you, mad (obj. complement)	------------
19. archbishop	the	crowned	------------	------------	Henry, King (o. complement)	of England
20. We	------------	shall name	------------	------------	baby, Omar (o. complement)	this

II.

Clause	Kind
1. A. The girl closed the door	simple clause: co-ordinate copulative with clause (B).
and	
B. (she) walked away.	simple clause: co-ordinate copulative with clause (A).
2. A. The children finished their lessons	simple clause: co-ordinate copulative with clause (B), co-ordinate adversative with clause (C).
and	
B. (they) went home	simple clause. co-ordinate copulative with clause (A), co-ordinate adversative with clause (C).
but	
C. they were late.	simple clause. co-ordinate adversative with clauses (A) and (b).
3. A. We decided to go to the seaside	simple clause: co-ordinate adversative with clauses (B) and (c)
but	
B: it was foggy	simple clause: co-ordinate adversative with clause (A) co-ordinate copulative with clause (C)
and	
C. we couldn't see anything	simple clause: co-ordinate adversative with clause (A) co-ordinate copulative with clause (B)

Clause	Kind
4. A. They couldn't decide what to do **therefore** B. they asked my advice **and** C. I gave it to them	simple negative clause: co-ordinate illative with (B) and (C) simple clause: co-ordinate illative with (A) co-ordinate copulative with (C) simple clause: co-ordinate illative with (A) co-ordinate copulative with (B)
5. A. They were asleep **either ..... or** B. they went for a visit **and** C. (they) haven't returned yet	simple clause: co-ordinate alternative with (B) and (C) simple clause: co-ordinate alternative with (A) co-ordinate copulative with (C) simple negative clause: co-ordinate alternative with (A) co-ordinate copulative with (B)

III.

Clause	Kind and Function
1. A. The Pepsi bottle is mine B. that is in the refrigerator	A. Principal clause (statement) B. Subordinate adjective (relative) clause: Qualifies noun "bottle" in clause (A).
2. A. That is the car B. (that) I intend to buy	A. Principal clause (statement) B. Subordinate adjective (relative) clause: Qualifies noun "car" in clause (A)
3. A. I'll ask him B. If he remembers the last visit	A. Principal clause (statement) B. Subordinate noun clause (interrogative - indirect speech) Object to verb "ask" in clause (A)
4. A. The pirates went back B. who had hidden the treasure on the island C. because they thought D. that they could now remove it with safety	A. Principal clause (statement) B. Subordinate adjective (relative) clause: Qualifies noun "pirates) in clause (A) C. Subordinate adverb clause of reason: Modifies verb "went" in clause (A) D. Subordinate noun clause: Object to verb "thought" in clause (C)
5. A. He opposed all such laws B. such as declared C. (that) no one might hold land	A. Principal clause (statement) B. Subordinate adjective clause: Qualifies noun "laws" in clause (A) C. Subordinate noun clause: Object to verb "declared" in clause (B)

IV.

Word	Part of Speech	Kind	Work Done
1. I	pronoun	personal, subjective case, 1st person singular, neuter	subject to verb "ran"
ran	verb	irregular, intransitive, past tense, 1st person, singular of verb "to run"	agrees with subject "I"
to	preposition	--------------	governs noun "airport"
the	adjective	definite article	qualifies noun "airport"
airport	noun	common, singular, neuter, objective case	object to preposition "to"
2. The	Adjective	definite article	qualifies noun "boy"
smallest	Adjective	of quality, superlative	qualifies noun "boy"
boy	Noun	commom, singular, masculine, subjective case	subject of verb "kicked"
kicked	Verb	regular, transitive, past tense, 3rd person of verb "to kick"	agrees with its subject "boy
the	Adjective	definite article	qualifies noun "ball"
ball	noun	common, singular neuter, objective case	object to verb "kicked"
3. Why	Adverb	Interrogative	Asks about reason of verb
was	Verb	Special finite, of incomplete predication, 3rd person, singular past tense of verb "to be"	Agrees with its subject "she"

she	Pronoun	Personal, subjective case, 3rd person, singular, feminine	Subject to verb "was"
late	adjective	Of quality	Complement to verb "was"
4. A	Adjective	Indefinite article	Qualifies noun "man"
man	Noun	Common, singular, masculine, subjective case	Subject to verb "was"
saw	Verb	Irregular, transitive, 3rd person, past tense of verb "to see"	Agrees with its subject "man"
him	Pronoun	Personal, objective case, 3rd person, singular, masculine	Object to verb "saw"
5. Two	Adjective	Quantitative	Quantifies noun "men"
men	Noun	Common, plural, masculine, subjective case	Subject to verb "laughed"
laughed	Verb	Regular, intransitive, 3rd person, plural, past tense of verb "to laugh"	Agrees with its subject "men"
loudly	Adverb	Of manner	Modifies verb "laughed"

CHAPTER 14

Direct and Indirect Speech

★**I** 1. They say that they can't come tomorrow.
2. She told me that she went there everyday.
3. He told you that he would visit you the next day.
4. Samia said to Maher that she had seen that film before.
5. Sohair said to the teacher that she wasn't feeling very well.
6. She informed her father that she had got excellent in Algebra that day.
7. He told her that he hadn't done his homework yet.
8. She says that she's not going with Soha.
9. He'll say that it wasn't his fault.
10. He told me that he was watching T.V.
★**II** 1. She asked him if (whether) he liked cats.
2. She asked Ali where he had been all morning.
3. He asked her if (whether) she had eaten all the chocolate cake.
4. He asked his mother if (whether) he could watch T.V. for an extra hour.
5. She inquired of the door keeper if (whether) Mr.Maher was in.
6. Ali asked Soha when she was going to be married.
7. Zaher asked Ahmed if he had got two shillings.
8. I asked them if anyone had seen my little sister speaking to a strange.
9. She asked if I would help her.
10. He asked her how long the journey took.
★**III** 1. The teacher ordered her to sit down.
2. the teacher told them not to make a noise.
3. The beggar asked me to give him a shilling.
4. She urged him to hurry up.
5. The officer ordered the soldier to go at once.
*IV 1. She says that she cooks lunch everyday.
2. Mona said that that pen was very cheap.
3. she told her friend that her sister had broken her leg the day before.
4. He said that they had visited the underground station at Tahrir square.
5. Ali said that he would return there the next day.
6. She asked her daughter if she had finished her homework.
7. I asked Maha whether she had visited her aunt the day before.
8. The teacher asked him why he was late.
9. Her mother asked her why she hadn't been there by 3 o'clock.
10. He asked me how I had come (gone) to school that morning.
11. The nurse ordered him to go to bed.
12. The mother told him not to be afraid of the dark.

13. I asked him to give me back my book.
14. The beggar begged her to give him something to eat.
15. The teacher instructed them to write that lesson in their copy-books at once.
16. The teacher said that when water or any other liquid boils, it turns into gas.
17. She told her friend that her sister always got up late in the morning.
18. She asked me if I liked our new teacher.
19. The announcer is saying that there will be heavy rains tomorrow
20. The policeman ordered the thief to freeze.
★★V 1. They say that they've never been to Jiddah.
2. The pilot announced that the plane would land in half an hour.
3. She said that she had to go home to prepare dinner.
4. He said that George had written him a letter.
5. She announced that Ali and Nahed were getting married the next day.
6. Hany asked Ali if he had been using his tooth paste.
7. The officer ordered his soldiers to fire.
8. Nahed asked Hoda whether Maha had watered the plants the previous day.
9. The stranger asked Ahmed if he could tell him where Mr. Ali lived. (question) or : The stranger asked Ahmed to tell him where Mr. Ali lived. (request)
10. He asked his friend if he could lend him some money. (question) or: He asked his friend to lend him some money. (request)
11. He said that he had to go to the dentist the following day.
12. She exclaimed with pleasure that it was a lovely dress. or : She exclaimed with pleasure on seeing the lovely dress.
13. The teacher congratulated Ali.
14. He threatend the thief not to move or he would shoot him. (command). or : He said to the thief that if he moved he would shoot him. (statement)
15. She begged him to forgive her. or . she asked for forgiveness.
16. She exclaimed with ecstasy (pleasure etc.) that it was a lovely statue.
17. He asked his friend how he was going to do that (it).
18. The captain ordered his sailors to lower the boats at once.
19. He observed that it was cold in there. then he asked if the window was open.
20. He asked me if I was free the next day, and said that he would have liked me to come to his party. (question+statement) or : He asked me if I was free the next day to come to his party.(question+request)
21. He informed her that he had read that book before, then he asked if she had something else he could read.
22. She cursed the zip-fastner for having stuck again. or (many other variations).
23. She asked him if he could show her to work the electric typewriter and said that she wasn't used to them. (question + statement).
24. He creid with disgust on seeing a cockroach in his salad and cried for the waiter (to come).
25 She said that she would give him a hundred pounds to keep his mouth shut. or She bribed him with a hundred pounds to keep his mouth shut.
26. He said that he had to go then or he would be late.
27. He said that he didn't have to go yet. (other answers)
28. He said that he was not to go there.
29. The teacher said that we must always write our homework in ink.
30. He told me that we didn't have to come (go) to school the following Monday because we were having a holiday.
31. He told me to let him go or He shouted at me to let go of him.
32. He asked (invited) me to go to his house the following day and to bring those books with me.
33. He exclaimed with awe that he had never expected to see such a marvelous building in Tanta.
34. She asked him where his umbrella was and inquired whether he didn't know that it was going to rain that day.
35. She was telling me that she was going away on her holiday and asked me to keep my eyes on her house.
36. He'll say that he's very sorry but there was a terrible traffic jam, then he he'll promise that he'll never be late again.
37. He asked who wanted to come with them, then he urged them to hurry as the number was limited.
38. She asked him to tell her the exchange rate for dollars and pounds.
39. My mother ordered me to open the door and asked if I hadn't heard it ring.

40. She asked her boy-friend if he thought she had been rude the previous day, then she apologized for hurting his feelings.

★★VI 1. "Look where you are going". she said to me, "The road is full of holes and is very badly lit."
2. He said to me, "If you find the front door locked, go round to the back."
3. "Have you looked everywhere?" I said. "Yes," she said.
4. "Have some more tea?" They said, "Yes, please.", I said.
5. "I hope you won't be offended," my employer said, "if I tell you that, in my opinion, you would be better off in some other kind of job."
6. "Did you enjoy fishing?" I asked him, "No, I did not." He replied.
7. She said, "I must go to the dentist tomorrow. I have an appointment."
8. "Don't play with matches or you'll burn your hands," mother said.
9. "Congratulations!" He said, "I 'm very happy to see you again."
10. "If the telephone rings," she said, "Please, tell them that I am not going to be away long."

Chapter 15
Punctuation

★I 1. "Have you finished your homework, Ali?"
2. She said to him, "I'm sorry that I was late yesterday."
3. Gamal went to school last Friday because he thought it was a holiday.
4. Many countries, including Egypt, helped Kuwait in regaining her liberty.
5. George, whose car made an accident yesterday, spent all morning at the mechanic's.
6. Walking along Picadilly in London, I ran into my friend Moustafa.
7. "Ugh!" she said. "What a disgusting sight! Garbage is all over the street."
8. He told me that he had to buy: two books, two copy-books, a ruler and a pencil.
9. Ahmed said, "Where did you find this German dog?"
10. He broke his sister's doll and said, "I don't know who broke it."
★★II 1. Jane Austin wrote "Pride and Prejudice" and "Presuasion".
2. He offered me a choice of these as a birthday present: a manicure set, a sliver frame, a miniature camera or a Swiss-army knife.
3. "Tell me," I said, "how do you know all that?"
4. My brother's house is on the Moukattam plateau overlooking Cairo.
5. Shakespeare is the greatest poet-playwright that Engaind has ever had. The plays that he wrote have been performed in almost in every country in the world. Several of his tragedies as "Hamlet", comedies as "As You like It", and historical plays as "Henry the Fifth" are compulsory reading in advanced level English classes.
6. "I've been to day-school too," said Alice, "You needn't be as proud as all that."
7. "The nurse," says the patient, "is officious and clumsy when it comes to giving injections."
8. "The manager," said the secretary, "is not in now, but will be available at 6 o'clock."
9. Chares the first walked and talked, half an hour after, his head was cut off.
10. William Tell is the national here of Switzerland. His most famous deed was when he had to shoot - with his bow and arrow - an apple put on his son's head.

General Revision
Level★

I. 1. a) had 2. b) what 3. a) made 4. c) have been living 5. c) tallest 6. b) used to be made 7. a) has lived 8. b) in 9. c) while 10. b) would meet 11. c) whose 12. b) someone 13. b) wouldn't 14. a) what 15. b) on 16. a) by 17. b) has been built 18. c) has to be 19. a) were found 20. c) at 21. a) had not seen 22 c) was kicking 23 c) gave 24. a) is 25. c) is driving 26. b) Would 27. a) had written 28. a) along 29. c) yet 30. a) already

II. 1. Mosquitoes, flies and lice attacked the wolves. 2. drawing, to play 3. goes 4. The river was too deep for them to walk across. 5. He is (quite) well enough to go back to work. 6. She told me that she would do her homework the next day. 7. has not seen 8. would give 9. needn't (don't have to) 10. Maher asked mother if he could watch TV then. 11. Her father's car was broken by Salwa yesterday. 12. She said, "I'm an Egyptian." 13. Didn't he? 14. No. I don't. 15. How old are you? 16. The policeman was helped by he nurse in arresting the thief. 17. She did not sing well. 18. best 19. Why 20 Do I have to go now?

21. Could he? 22. shorter 23. more beautiful 24. A wolf attacked the woman and her child. 25. would you do

Level★★

I. 1. b) will have been 2. d) capable 3. c) would have sent 4. b) to finish quickly 5. c) isn't it? 6. b) on 7. c) must 8. c) gets 9. d) even if 10. b) written 11. b) I'd rather 12. d) spending 13. d) it takes 14. c) looked for 15. d) had been 16. d) interesting 17. d) hardly 18. c) on 19. c) used to 20. a) he went 21. c) needn't 22. c) got lost 23. a) needed 24. d) couldn't have 25. b) does

II. 1. It was too careless of him not to stop when the red light was on. 2. He wanted to know where she had found his watch as he had been looking for it. 3. If only she had got enough money, she would have liked to buy this ring. 4. As soon as the project is finished at the end of this month, the manager will go abroad. 5. He had to find a solution to the problem. 6. I wish could have helped my friend to overcome his hardships. 7. It was Neil Armstrong who was the first man to set foot on the moon on July 20th, 1969. 8. The list of special courses is available at the front desk because it is requested by so many students. 9. Most poets and scientists are men, and so are most criminals. 10. The New Delta Project aims at creating more opportunities for work for millions of Egyptians. 11. Ahmed, who lives next door to us, is a nice fellow. 12. Eating the right food affects our health well. 13. This jacket is too tight for me to wear. 14. Hatem asked Mohsen if he would see "Hard Times" on the TV that afternoon. 15. If Ahmed hadn't been ill, he would have received his friend at the airport. 16. The teacher will give him a prize. 17. He apologized for giving me such a lot of trouble. 18. He hasn't written to me for a very long time. 19. A plane is faster than a train. 20. I've been living in Cairo for 40 years. (If now is the year 2000) 21. He is rich enough to buy an expensive car. 22. After changing some money, the tourist bought some souvenirs from Khan El Khalili. 23. He was not seen committing the crime (by anybody). 24. would return 25. would meet

Level ★★★

I. 1. arrived, would 2. slippery, cowardly, supplementary, striped 3. unbiased, indiscrete, impractical, tactless 4. (a) There is a possibility that in the future they will tell me about their affairs. (b) They didn't tell me about their affairs. 5. (a) What delighted Salwa was that the present was from her grand mother. (b) What delighted Salwa was the present regardless of who had sent it. 6. It is imperative (essential) to work very hard to be successful in business. 7. He wouldn't have run away from home if he had been happy. 8. What caused the collapse of this civilization? 9. Take this money in case you need it. 10. I'm going to have new curtains made. 11. (a) He used to sit in the shade the great oak tree. (b) Whenever he passed the great oak tree, he would sit in its shade. 12. come, would have finished 13. have been trying 14. is being treated 15. be named 16. Before speaking to you, I never really understood the situation. 17. In spite of their practising hard, they didn't win the match. 18. be, or: should be 19. would give 20. are working, will be solved 21. should arrive 22. Both he and his wife speak French fluently, or He speaks French fluently, and so does his wife. 23. It is believed that he is a thief. 24. wouldn't make 25. might succeed 26. was 27. My wife was about to pick up the phone when it rang. 28. You don't have to attend the reception in a formal dress. 29. Dina felt extreme embarrassment at the department store when .... 30. It was such a low bridge that the truck couldn't go under it. 31. surprising, surprised 32. devastating 33. It was Samir who drew this lovely picture. 34. strikes, will have been finished 35. are shouting

II. 1 The class has such comfortable chairs that the students find it easy to fall asleep. 2 The coffee she drank was so strong that she stayed up all night, or She stayed up all night because the coffee she drank was very strong. 3 The company has five employees who are all computer experts. 4. The man whose suitcase was damaged wants compensation from the airline company. 5. Maha does not speak Japanese although she lived in Japan for two years. 6. If the factory closes down, many people will be unemployed. 7 He hid in the closet in order that the husband might not catch him. 8 I met Mr. Ali, whose daughter wants to marry me, yesterday. 9. Ahmed has great qualifications except for (barring) one flaw which is that he doesn't speak English. 10. He is a great man, and so is his wife who is a great woman.

III. 1. I am taking a long vacation when I finish the exams. 2. I am confused by his explanation. 3. She asked me what I wanted to eat for lunch. 4. I am worried because he is late and has not called. 5. Because I have exams, I stayed at home last weekend. 6. By recycling used objects and packaging, we can save natural resources and protect the environment. 7. At the wedding, I saw many people whom I hadn't seen before. 8. I wonder when their wedding will be 9. Did you see the director whose film won the first prize? 10. Hassan said that he would come on the trip the following Friday. 11. What I do during the weekend is usually not very interesting. 12. The news was exciting, and I forgot all about my luggage. 13. The man told us a boring story about an uninteresting incident. 14. No sooner had he done his homework than he went out. 15. As he was returning home, his bag was lost. 16. He is used to sleeping in the afternoon. 17. She is an optimist who thinks that everything will turn out right in the end. 18. She was angry with the babysitter because she did not look after the baby well. 19. Had he seen the thief, he would have arrested him. 20. Neither did he kill the man nor the woman. or: He did not kill the man or the woman.

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